EBIS Estates and Buildings Information System

User Guide

ARCHIBUS/FM V20

WEB CENTRAL

Date Created : February 2014
Date Last Modified : March 2014

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Foreword

This User Guide has been designed specifically for the purpose of training appointed Space Reps within the University who have been granted access to Web Central.

The Web Central functionality provides the ability to view drawings and related information over the WEB. This should, in turn, make the task of keeping room information and drawings up to date less onerous.

Role of the Space Rep

Each College and Support Group has nominated Space Representatives who will have access to the Web Central. The Space Reps are responsible for checking the areas and related room information for their appointed buildings, and should update/amend the information online to reflect current allocation/position and layouts, returning all updated information to the Space Manager, at Space.Management@ed.ac.uk

First Line Support

If you require assistance on security or Web Central access please email Ebisusers@ed.ac.uk in the first instance. Only ***urgent*** enquiries should be directed to the EBIS Support Desk on 650 9683.

Space Management

For further information about the Space audit and Space Management at University of Edinburgh, click on the following link;

http://www.ed.ac.uk/schools-departments/estates-buildings/what-we-do/space-management/system

Central Teaching Updates –

As per the new process distributed among the Departmental and School 'bookers'; any changes to centrally managed rooms should be reported to Registry in the first instance, with a copy to
Space.management@ed.ac.uk

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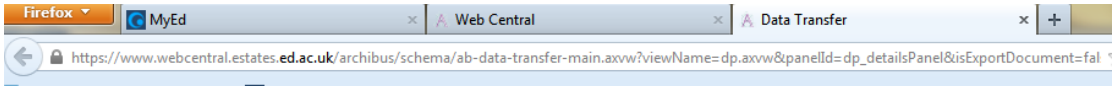
Section 1 - Navigation around Web Central

Time Out Function

The time out function is currently around 1 hour for the Web Central system

Tabbed views

Please note the above report will appear on a separate tab from your Web Central View, so you can go back to the previous view by toggling between tabs.

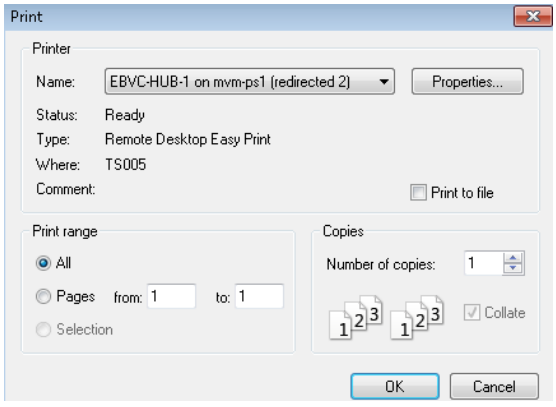


Minimize / Maximise Pane views

Once you are into the Web Central main page, please note that there are multiple pane views as you work through the various reports and the space reporting tools. To maximise or minimise certain pane views, you will need to click on the appropriate ‘ **arrow icon** on the slim grey borders which outline each view.

The first is a green circle with white cross which denotes the **Add this to my Favourites.**

The second is a printer icon Once selected an options box will appear for you to format and print your detail out.



The third icon is the mail sign Once selected an options box willopen for you to enter your details and send the email and content.

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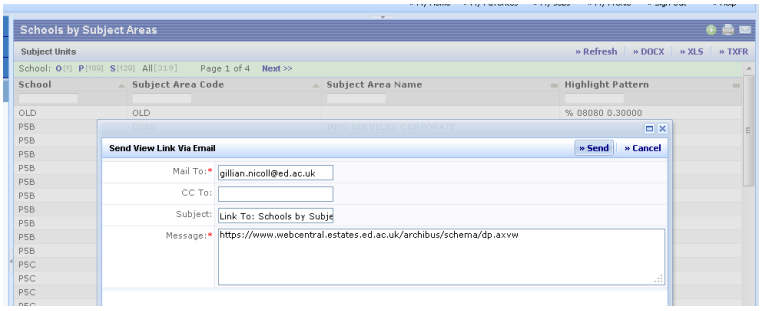
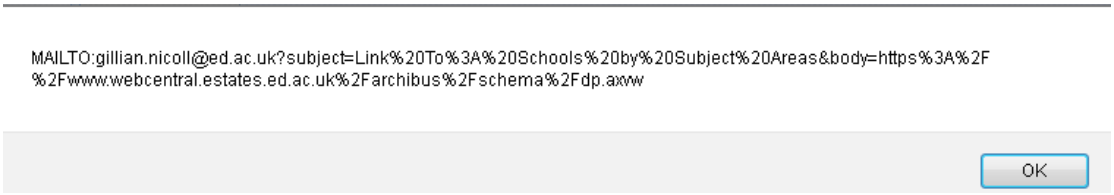
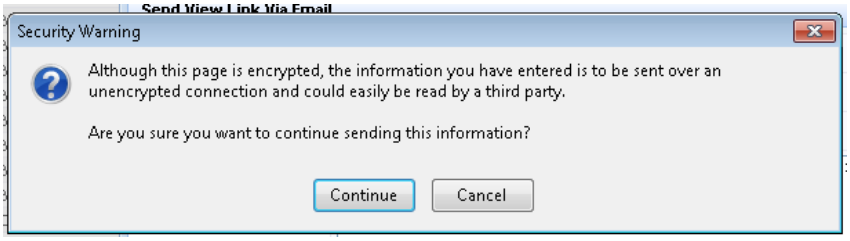


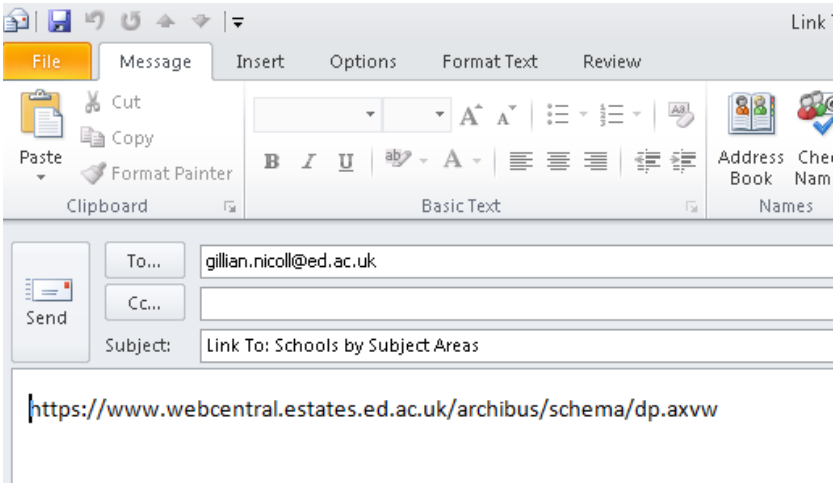
The following message will appear, select **OK**



Then select **Continue** to the encrypted message


Security Warning
Although this page is encrypted, the information you have entered is to be sent over an unencrypted connection and could easily be read by a third party.
Are you sure you want to continue sending this information?
Continue
Cancel

And add your appropriate message to the outlook window that appears and then **Send** the email when completed.



The recipient can then open the email and click on the link to view the data.

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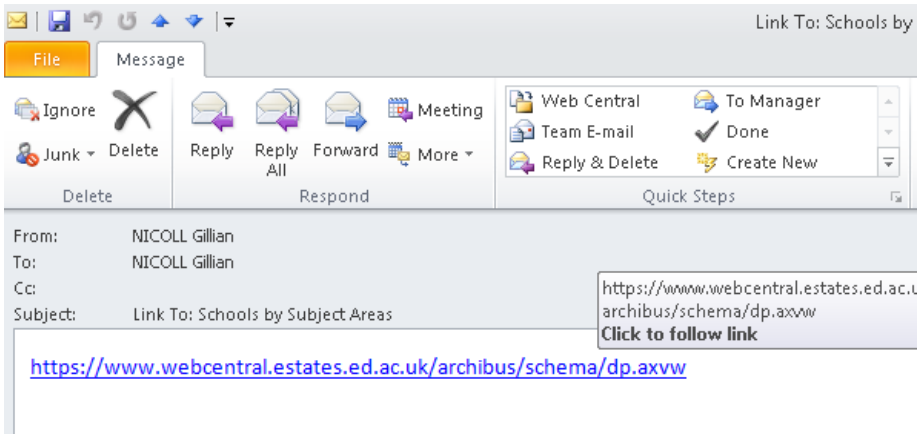
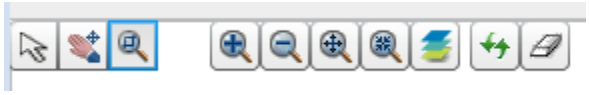


Below this is the drawing navigation tools already covered under section 1, page 3.



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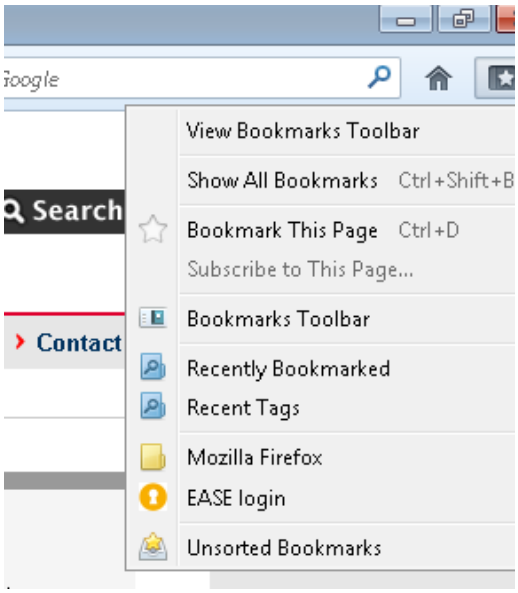
Section 2 - Getting Started

Please note : - Web Central is supported by Mozilla Firefox, not Internet Explorer as there are incompatibility issues with I.E. 10.

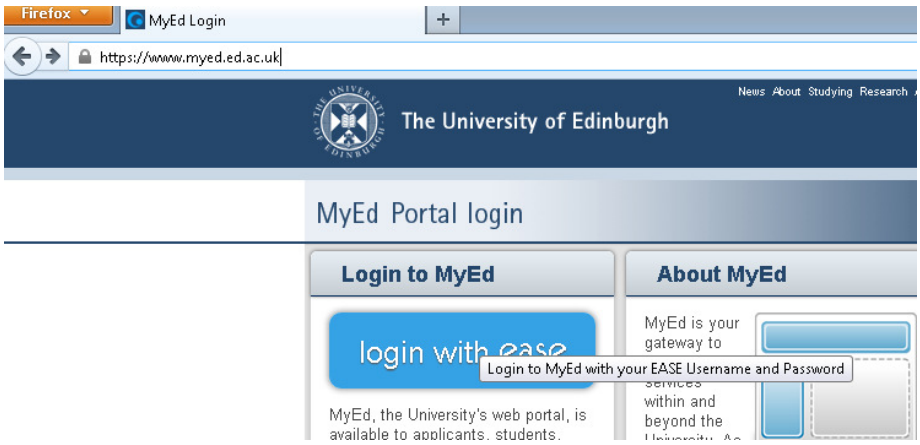
On your desktop double click on Mozilla Firefox and copy and paste in the following web address:-

https://www.myed.ed.ac.uk/

This will take you into the EASE login page. It is advisable at this point to bookmark this page by selecting the drop down and the top right hand menu bar and clicking on **Bookmark This Page**.



To access the Web Central system. You should see the following page on screen prompting you to enter you given EASE login id and password. . **This password should not, under any circumstances, be divulged or used by anyone other than the specific person it was created for.**



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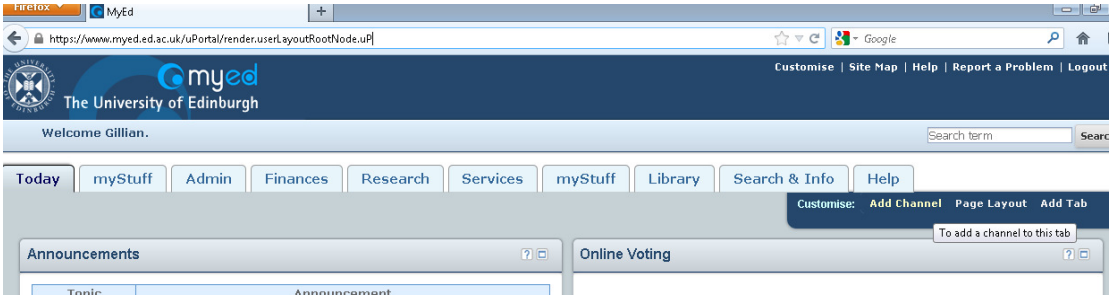
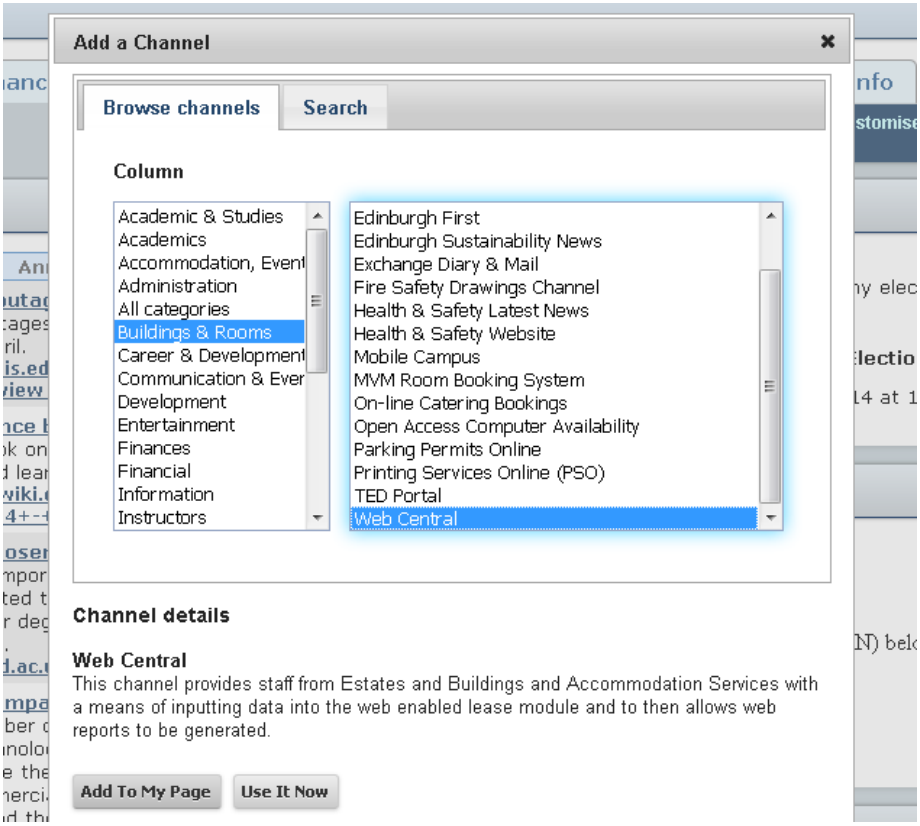
Once you are logged in, click on **Add Channel** from the top right menu tab



Then select **Building & Rooms** from the left hand column and **Web Central** from the right hand column, and then click on **Add to my Page.**



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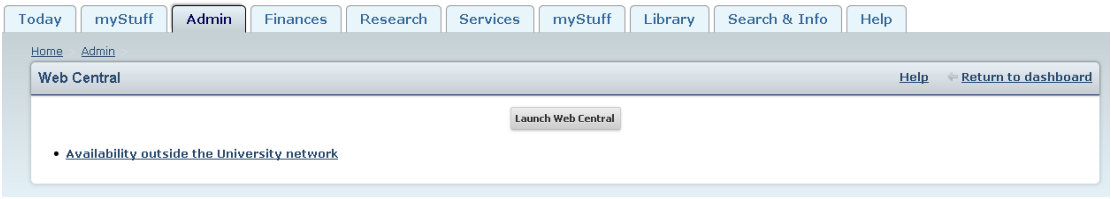
Then select **Web Central** from the appropriate tab under your MyED pages.

Click on **Launch Web Central**



You should now have the Web Central home screen menu in front of you.

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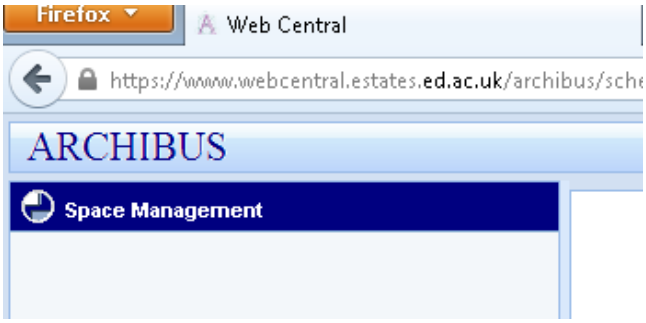
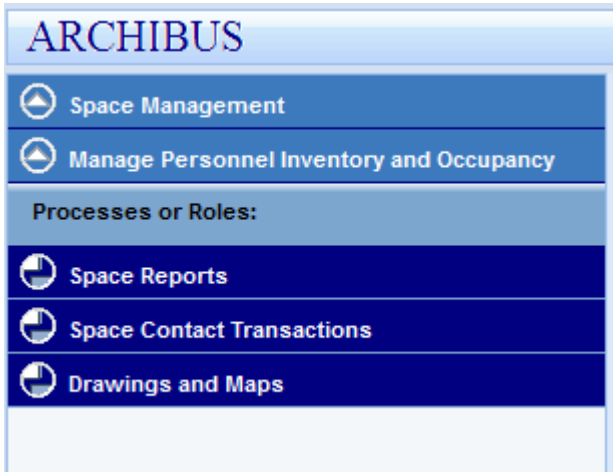
Section 3 - Web Central Space Reports

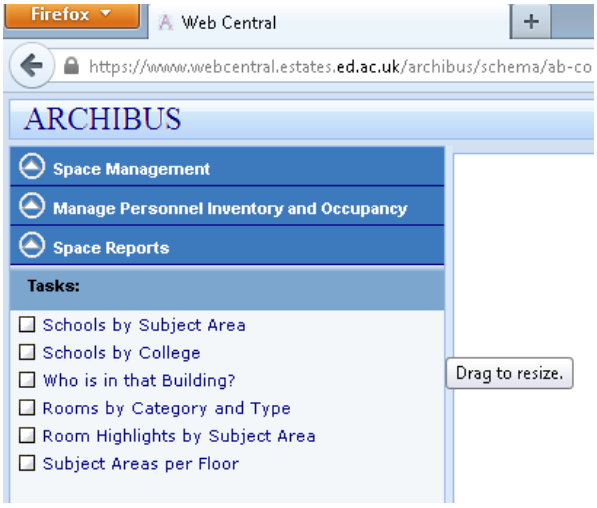
On screen you should see the following menu to the left hand side. This gives you further sub headings from which to select your drill down options. These headings include from the top level down;



Click on Space Management to get the following sub-menus



Then click on Space Reports to get the following option of 6 reports.



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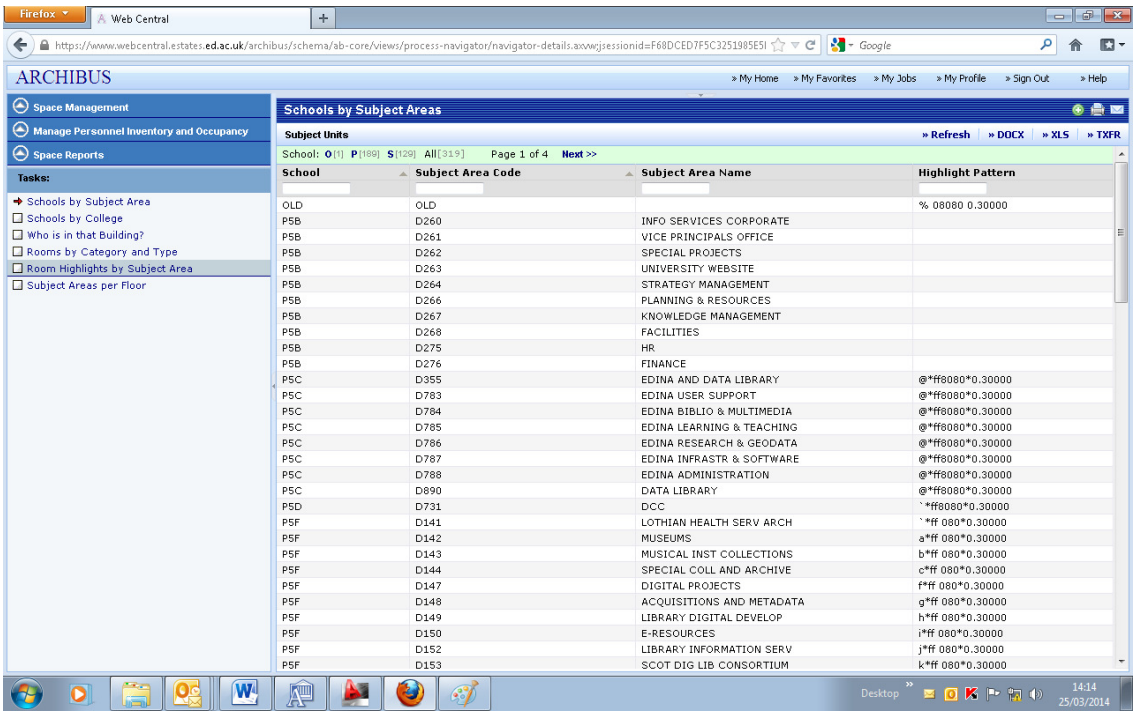
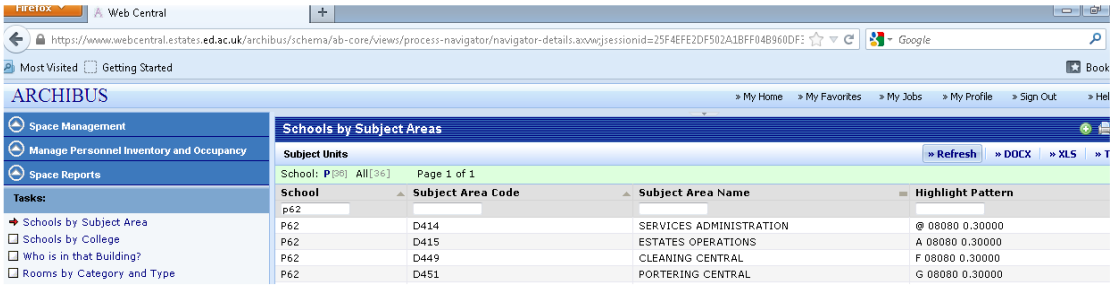
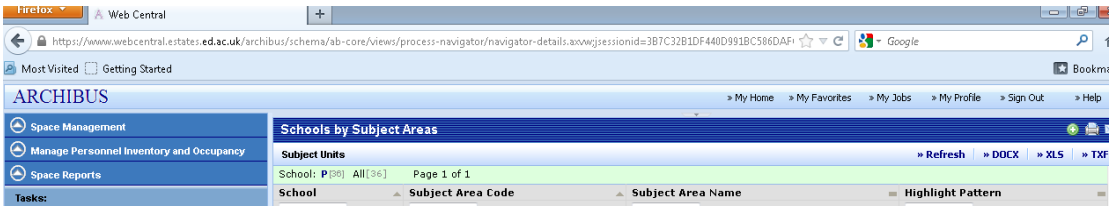
Select the report; **Schools by Subject Areas**


Web Central
ARCHIBUS
» My Home » My Favorites » My Jobs » My Profile » Sign Out » Help
Space Management
Manage Personnel Inventory and Occupancy
Space Reports
Tasks:
Schools by Subject Area
Schools by College
Who is in that Building?
Rooms by Category and Type
Room Highlights by Subject Area
Subject Areas per Floor
Schools by Subject Areas
Subject Units
» Refresh » DOCX » XLS » TXFR
School: O[1] P[189] S[129] All[319] Page 1 of 4 Next >>
School | Subject Area Code | Subject Area Name | Highlight Pattern
OLD | OLD | | % 08080 0.30000
P5B | D260 | INFO SERVICES CORPORATE |
P5B | D261 | VICE PRINCIPALS OFFICE |
P5B | D262 | SPECIAL PROJECTS |
P5B | D263 | UNIVERSITY WEBSITE |
P5B | D264 | STRATEGY MANAGEMENT |
P5B | D266 | PLANNING & RESOURCES |
P5B | D267 | KNOWLEDGE MANAGEMENT |
P5B | D268 | FACILITIES |
P5B | D275 | HR |
P5B | D276 | FINANCE |
P5C | D355 | EDINA AND DATA LIBRARY | @*ff8080*0.30000
P5C | D783 | EDINA USER SUPPORT | @*ff8080*0.30000
P5C | D784 | EDINA BIBLIO & MULTIMEDIA | @*ff8080*0.30000
P5C | D785 | EDINA LEARNING & TEACHING | @*ff8080*0.30000
P5C | D786 | EDINA RESEARCH & GEODATA | @*ff8080*0.30000
P5C | D787 | EDINA INFRASTR & SOFTWARE | @*ff8080*0.30000
P5C | D788 | EDINA ADMINISTRATION | @*ff8080*0.30000
P5C | D890 | DATA LIBRARY | @*ff8080*0.30000
P5D | D731 | DCC | `*ff8080*0.30000
P5F | D141 | LOTHIAN HEALTH SERV ARCH | `*ff 080*0.30000
P5F | D142 | MUSEUMS | a*ff 080*0.30000
P5F | D143 | MUSICAL INST COLLECTIONS | b*ff 080*0.30000
P5F | D144 | SPECIAL COLL AND ARCHIVE | c*ff 080*0.30000
P5F | D147 | DIGITAL PROJECTS | f*ff 080*0.30000
P5F | D148 | ACQUISITIONS AND METADATA | g*ff 080*0.30000
P5F | D149 | LIBRARY DIGITAL DEVELOP | h*ff 080*0.30000
P5F | D150 | E-RESOURCES | i*ff 080*0.30000
P5F | D152 | LIBRARY INFORMATION SERV | j*ff 080*0.30000
P5F | D153 | SCOT DIG LIB CONSORTIUM | k*ff 080*0.30000

The above report shows the School/Subject Area code hierarchy. You can restrict this report to a single school and/or subject area unit by typing the appropriate code into the legend boxes at the top menu view and selecting **Refresh**


Web Central
ARCHIBUS
Space Management
Manage Personnel Inventory and Occupancy
Space Reports
Tasks:
Schools by Subject Area
Schools by College
Who is in that Building?
Rooms by Category and Type
Schools by Subject Areas
Subject Units
» Refresh » DOCX » XLS
School: P[36] All[36] Page 1 of 1
School | Subject Area Code | Subject Area Name | Highlight Pattern
P62 | D414 | SERVICES ADMINISTRATION | @ 08080 0.30000
P62 | D415 | ESTATES OPERATIONS | A 08080 0.30000
P62 | D449 | CLEANING CENTRAL | F 08080 0.30000
P62 | D451 | PORTERING CENTRAL | G 08080 0.30000

You can then export the data view by selecting one of the following 3 options from the right hand side top menu under **DOCX / XLS** or **TXFR.**


Web Central
ARCHIBUS
Space Management
Manage Personnel Inventory and Occupancy
Space Reports
Tasks:
Schools by Subject Areas
Subject Units
» Refresh » DOCX » XLS
School: P[36] All[36] Page 1 of 1
School | Subject Area Code | Subject Area Name | Highlight Pattern

If you select either **DOCX** or **XLS** you will get the following option to open or save the file.

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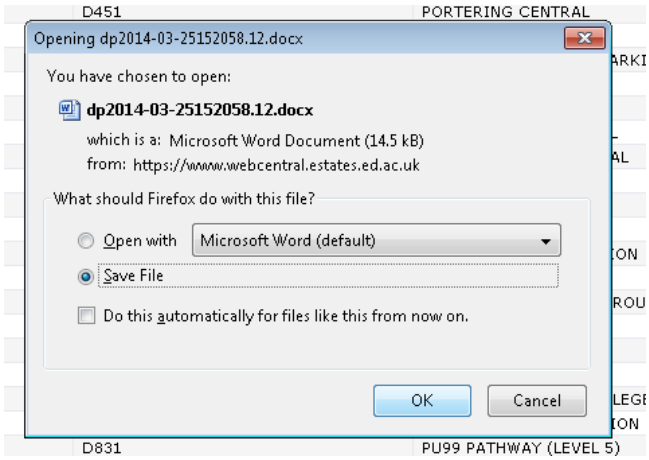
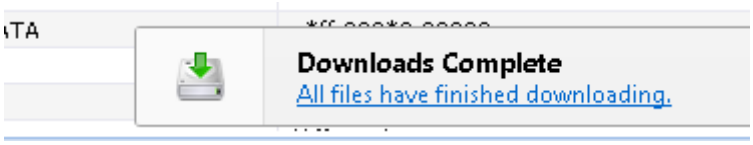
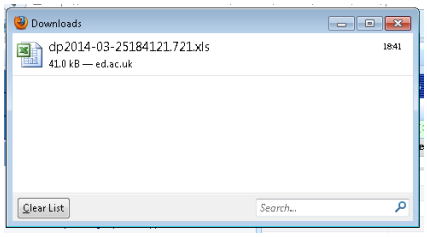
Select **Save File**

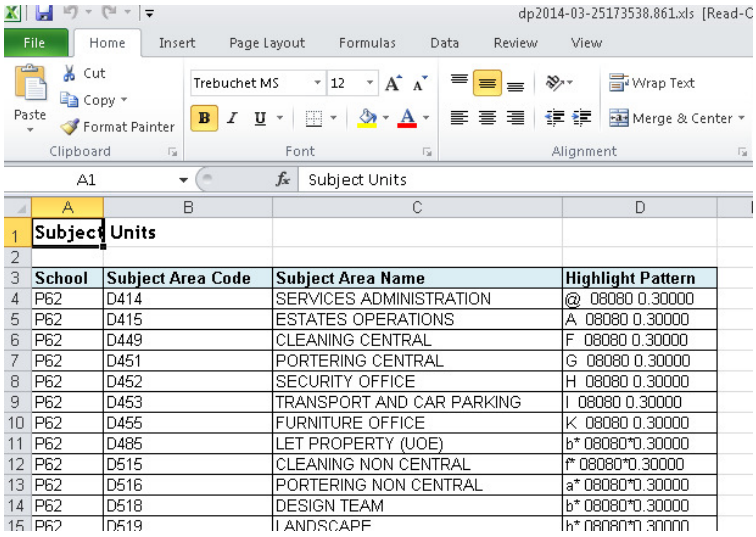


Click on **OK** and then open the file from the **Downloads** box to view the report.



View of the **XLS** document which you can then **Save As** and file in the appropriate drive/folder.





	A	B	C	D
1	Subject	Units		
2				
3	School	Subject Area Code	Subject Area Name	Highlight Pattern
4	P62	D414	SERVICES ADMINISTRATION	@ 08080 0.30000
5	P62	D415	ESTATES OPERATIONS	A 08080 0.30000
6	P62	D449	CLEANING CENTRAL	F 08080 0.30000
7	P62	D451	PORTERING CENTRAL	G 08080 0.30000
8	P62	D452	SECURITY OFFICE	H 08080 0.30000
9	P62	D453	TRANSPORT AND CAR PARKING	I 08080 0.30000
10	P62	D455	FURNITURE OFFICE	K 08080 0.30000
11	P62	D485	LET PROPERTY (UOE)	b* 08080*0.30000
12	P62	D515	CLEANING NON CENTRAL	f* 08080*0.30000
13	P62	D516	PORTERING NON CENTRAL	a* 08080*0.30000
14	P62	D518	DESIGN TEAM	b* 08080*0.30000
15	P62	D519	LANDSCAPE	h* 08080*0.30000

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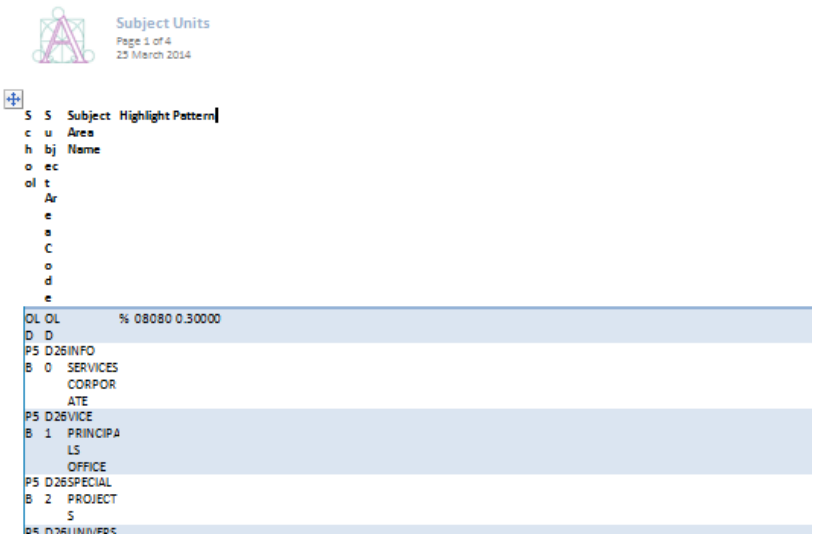
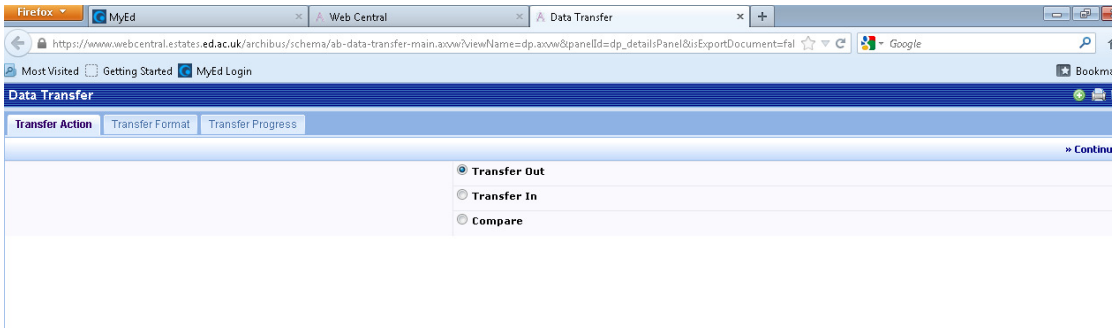
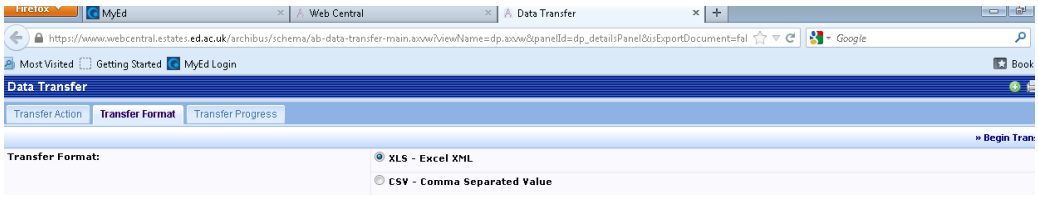
View of the DOCX document which you can then **Save As** and file in the appropriate drive/folder.



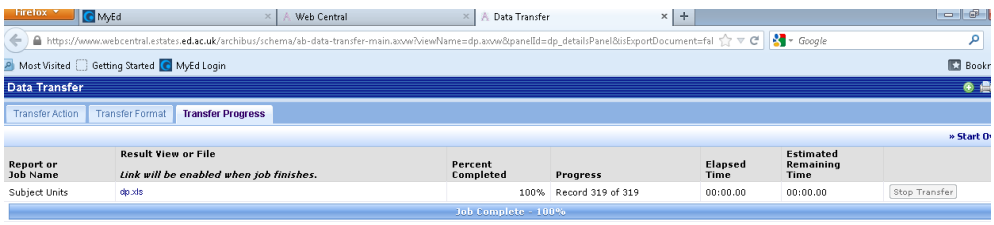
Selecting **TXFR** you give you the following option to either **Transfer in**, **Transfer out** or **Compare.** select **Transfer out**, and then select **Continue.**



Select **XLS – Excel XML** and select **Begin Transfer**



At this stage you have the otpions of **Stop Transfer** and/or **start over**. Once the download is 100% complete, you can then open the **dp.xls** document under the ***Link will be enabled when job finishes***.



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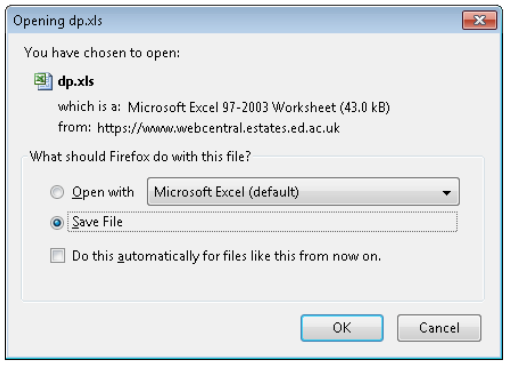
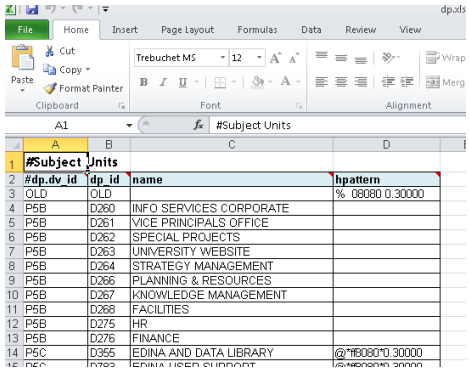
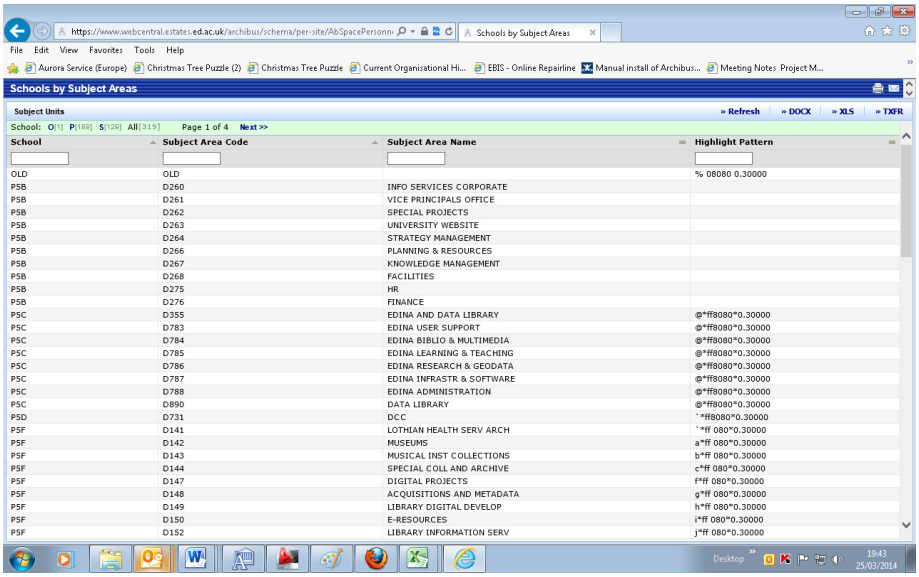
Again select **Save File** and click **OK**




#Subject Units
#dp.dv_id dp_id name hpattern
OLD OLD % 08080 0.30000
P5B D260 INFO SERVICES CORPORATE
P5B D261 VICE PRINCIPALS OFFICE
P5B D262 SPECIAL PROJECTS
P5B D263 UNIVERSITY WEBSITE
P5B D264 STRATEGY MANAGEMENT
P5B D266 PLANNING & RESOURCES
P5B D267 KNOWLEDGE MANAGEMENT
P5B D268 FACILITIES
P5B D275 HR
P5B D276 FINANCE
P5C D355 EDINA AND DATA LIBRARY @*ff8080*0.30000

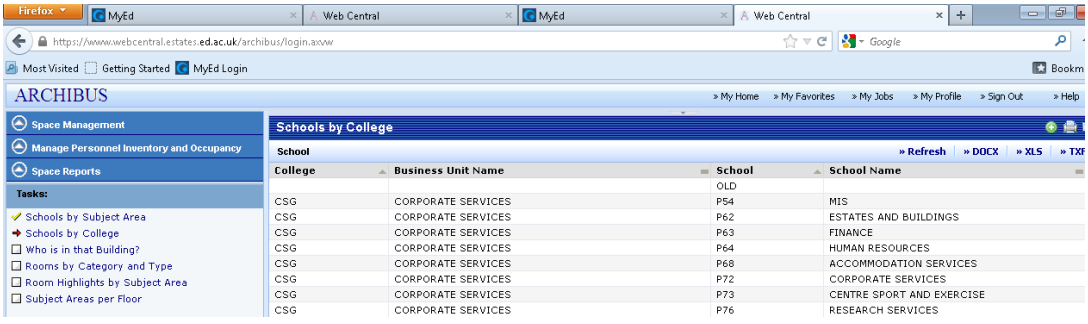
Then select **Save As** once the **XLS** document is open and file it to the appropriate place.

Under all of the reports there are 3 icons above the Document Format text. Which are lsited under Section 1 – Navigation.


Schools by Subject Areas
Subject Units
» Refresh » DOCX » XLS » TXFR
School Subject Area Code Subject Area Name Highlight Pattern
OLD OLD % 08080 0.30000
P5B D260 INFO SERVICES CORPORATE
P5B D261 VICE PRINCIPALS OFFICE
P5B D262 SPECIAL PROJECTS
P5B D263 UNIVERSITY WEBSITE
P5B D264 STRATEGY MANAGEMENT
P5B D266 PLANNING & RESOURCES
P5B D267 KNOWLEDGE MANAGEMENT
P5B D268 FACILITIES
P5B D275 HR
P5B D276 FINANCE
P5C D355 EDINA AND DATA LIBRARY @*ff8080*0.30000
P5C D783 EDINA USER SUPPORT @*ff8080*0.30000
P5C D784 EDINA BIBLIO & MULTIMEDIA @*ff8080*0.30000
P5C D785 EDINA LEARNING & TEACHING @*ff8080*0.30000
P5C D786 EDINA RESEARCH & GEODATA @*ff8080*0.30000
P5C D787 EDINA INFRASTR & SOFTWARE @*ff8080*0.30000
P5C D788 EDINA ADMINISTRATION @*ff8080*0.30000
P5C D890 DATA LIBRARY @*ff8080*0.30000
P5D D731 DCC `*ff8080*0.30000
P5F D141 LOTHIAN HEALTH SERV ARCH `*ff 080*0.30000
P5F D142 MUSEUMS a*ff 080*0.30000
P5F D143 MUSICAL INST COLLECTIONS b*ff 080*0.30000
P5F D144 SPECIAL COLL AND ARCHIVE c*ff 080*0.30000
P5F D147 DIGITAL PROJECTS f*ff 080*0.30000
P5F D148 ACQUISITIONS AND METADATA g*ff 080*0.30000
P5F D149 LIBRARY DIGITAL DEVELOP h*ff 080*0.30000
P5F D150 E-RESOURCES i*ff 080*0.30000
P5F D152 LIBRARY INFORMATION SERV j*ff 080*0.30000

Schools by College Report

Under the **Schools by College** report it shows the College / School hierarchy and can be restricted and data exported under the same processes as listed above for the **Schools by Subject Area**


ARCHIBUS
Space Management
Manage Personnel Inventory and Occupancy
Space Reports
Tasks:
Schools by Subject Area
Schools by College
Who is in that Building?
Rooms by Category and Type
Room Highlights by Subject Area
Subject Areas per Floor
Schools by College
» Refresh » DOCX » XLS
College Business Unit Name School School Name
OLD
CSG CORPORATE SERVICES P54 MIS
CSG CORPORATE SERVICES P62 ESTATES AND BUILDINGS
CSG CORPORATE SERVICES P63 FINANCE
CSG CORPORATE SERVICES P64 HUMAN RESOURCES
CSG CORPORATE SERVICES P68 ACCOMMODATION SERVICES
CSG CORPORATE SERVICES P72 CORPORATE SERVICES
CSG CORPORATE SERVICES P73 CENTRE SPORT AND EXERCISE
CSG CORPORATE SERVICES P76 RESEARCH SERVICES

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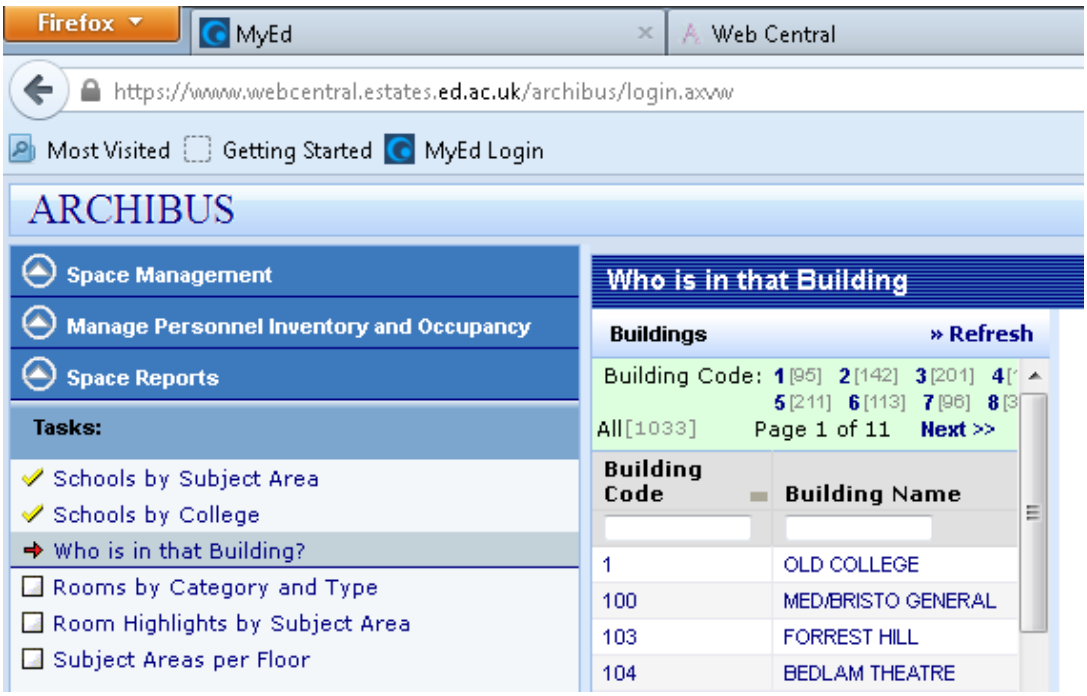
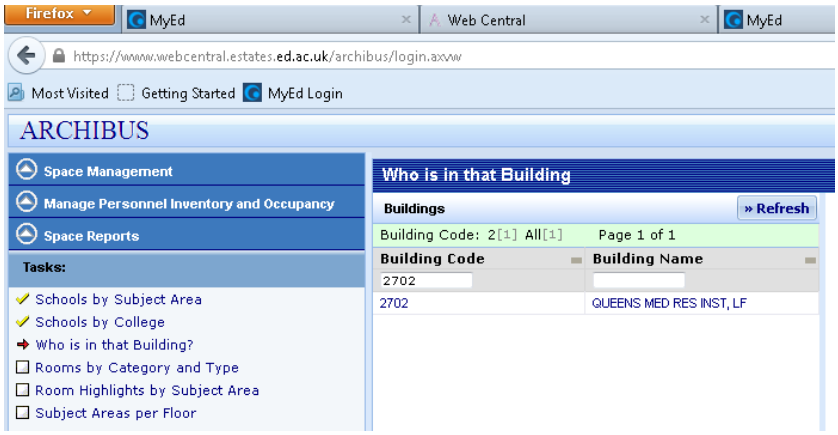
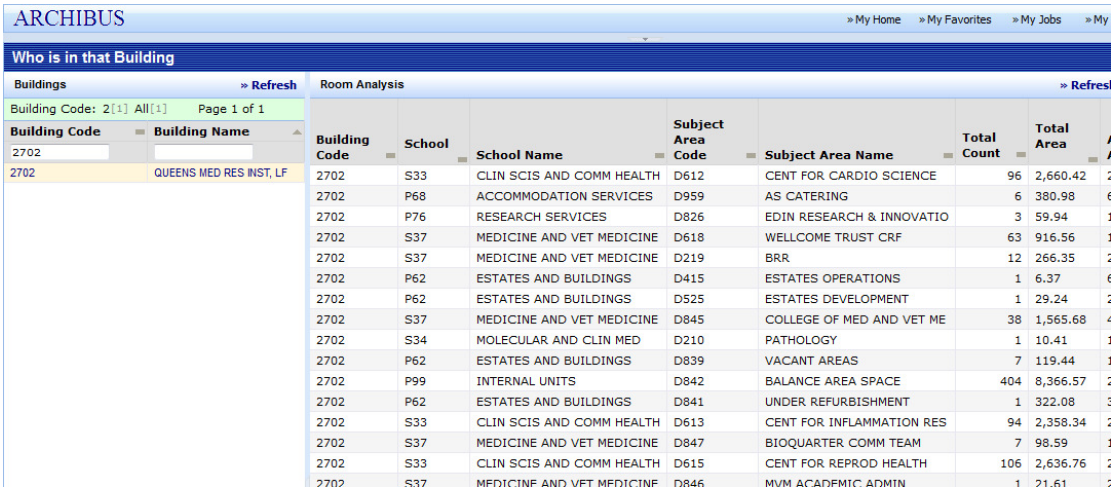
Who is in that Building? report



Type in the appropriate building code into the legend box shown and then select **Refresh**




ARCHIBUS
» My Home
» My Favorites
» My Jobs
» My
Who is in that Building
Buildings
» Refresh
Building Code: 2 [1] All [1]
Page 1 of 1
Building Code
Building Name
2702
2702
QUEENS MED RES INST, LF
Room Analysis
» Refresh
Building Code
School
School Name
Subject Area Code
Subject Area Name
Total Count
Total Area
2702 S33 CLIN SCIS AND COMM HEALTH D612 CENT FOR CARDIO SCIENCE 96 2,660.42
2702 P68 ACCOMMODATION SERVICES D959 AS CATERING 6 380.98
2702 P76 RESEARCH SERVICES D826 EDIN RESEARCH & INNOVATIO 3 59.94
2702 S37 MEDICINE AND VET MEDICINE D618 WELLCOME TRUST CRF 63 916.56
2702 S37 MEDICINE AND VET MEDICINE D219 BRR 12 266.35
2702 P62 ESTATES AND BUILDINGS D415 ESTATES OPERATIONS 1 6.37
2702 P62 ESTATES AND BUILDINGS D525 ESTATES DEVELOPMENT 1 29.24
2702 S37 MEDICINE AND VET MEDICINE D845 COLLEGE OF MED AND VET ME 38 1,565.68
2702 S34 MOLECULAR AND CLIN MED D210 PATHOLOGY 1 10.41
2702 P62 ESTATES AND BUILDINGS D839 VACANT AREAS 7 119.44
2702 P99 INTERNAL UNITS D842 BALANCE AREA SPACE 404 8,366.57
2702 P62 ESTATES AND BUILDINGS D841 UNDER REFURBISHMENT 1 322.08
2702 S33 CLIN SCIS AND COMM HEALTH D613 CENT FOR INFLAMMATION RES 94 2,358.34
2702 S37 MEDICINE AND VET MEDICINE D847 BIOQUARTER COMM TEAM 7 98.59
2702 S33 CLIN SCIS AND COMM HEALTH D615 CENT FOR REPROD HEALTH 106 2,636.76

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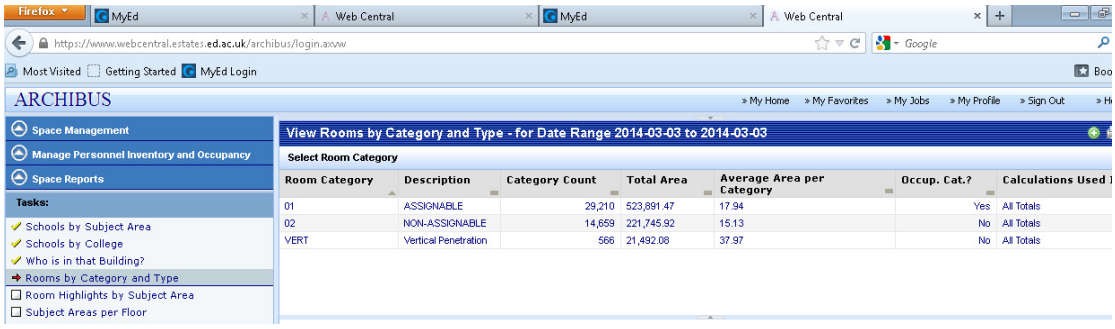
Please note the above report will appear on a separate tab from your Web Central View, so you can go back to the previous view by toggling between tabs.

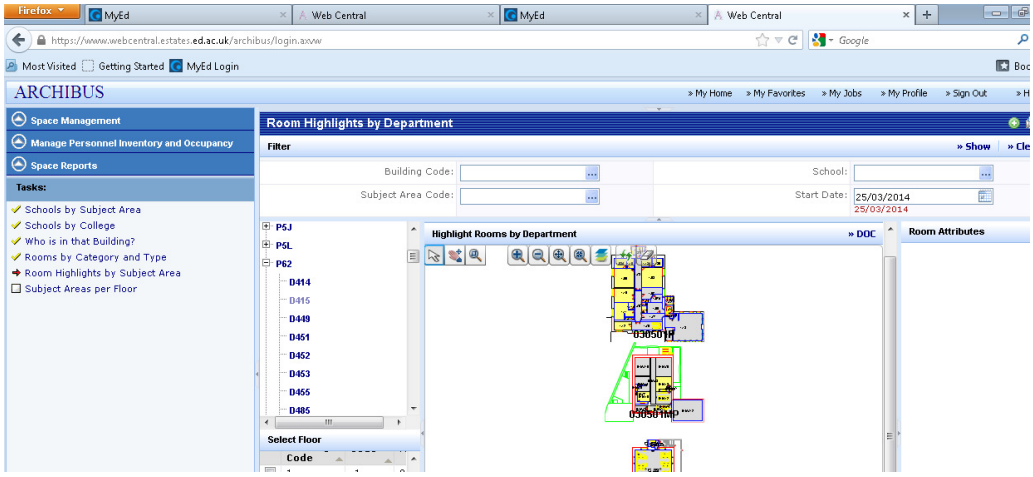
Rooms by Category and Type report

Gives you the summary of the (m2) allocation under Assignable / Non-assignable for the estate


ARCHIBUS
Space Management
Manage Personnel Inventory and Occupancy
Space Reports
Tasks:
Schools by Subject Area
Schools by College
Who is in that Building?
Rooms by Category and Type
Room Highlights by Subject Area
Subject Areas per Floor
View Rooms by Category and Type - for Date Range 2014-03-03 to 2014-03-03
Select Room Category
Room Category
Description
Category Count
Total Area
Average Area per Category
Occup. Cat.?
Calculations Used
01 ASSIGNABLE 29,210 523,891.47 17.94 Yes All Totals
02 NON-ASSIGNABLE 14,659 221,745.92 15.13 No All Totals
VERT Vertical Penetration 566 21,492.08 37.97 No All Totals

Room Highlight by Department

Gives you a list and coloured block floor plan of all rooms / buildings under a selected Subject Area Unit.



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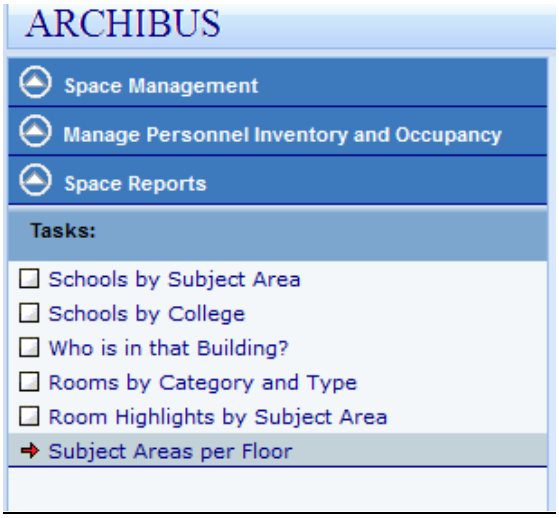
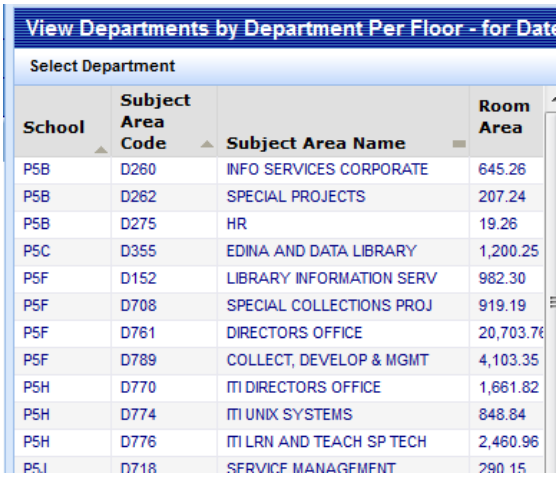
Subject Areas per floor (to be renamed Subject Area Occupancy)

Click on **Subject Areas per floor**

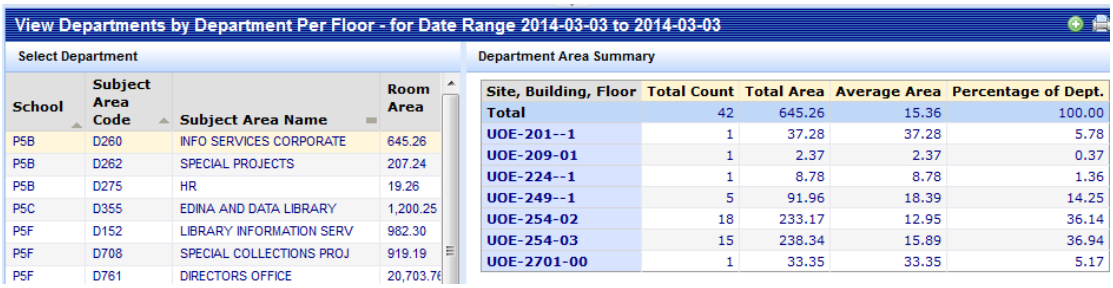


Select a School from the list view



School	Subject Area Code	Subject Area Name	Room Area
P5B	D260	INFO SERVICES CORPORATE	645.26
P5B	D262	SPECIAL PROJECTS	207.24
P5B	D275	HR	19.26
P5C	D355	EDINA AND DATA LIBRARY	1,200.25
P5F	D152	LIBRARY INFORMATION SERV	982.30
P5F	D708	SPECIAL COLLECTIONS PROJ	919.19
P5F	D761	DIRECTORS OFFICE	20,703.76
P5F	D789	COLLECT, DEVELOP & MGMT	4,103.35
P5H	D770	ITI DIRECTORS OFFICE	1,661.82
P5H	D774	ITI UNIX SYSTEMS	848.84
P5H	D776	ITI LRN AND TEACH SP TECH	2,460.96
P5I	D718	SERVICE MANAGEMENT	290.15

The following right hand view shows room area by floor (m2) for under the **TOTAL** column the codes
UOE-201—1 denotes the site **UOE**, the Building code **201** and the floor code **-1** (basement level) etc.


View Departments by Department Per Floor - for Date Range 2014-03-03 to 2014-03-03
Select Department
Department Area Summary

School	Subject Area Code	Subject Area Name	Room Area
P5B	D260	INFO SERVICES CORPORATE	645.26
P5B	D262	SPECIAL PROJECTS	207.24
P5B	D275	HR	19.26
P5C	D355	EDINA AND DATA LIBRARY	1,200.25
P5F	D152	LIBRARY INFORMATION SERV	982.30
P5F	D708	SPECIAL COLLECTIONS PROJ	919.19
P5F	D761	DIRECTORS OFFICE	20,703.76

Site, Building, Floor	Total Count	Total Area	Average Area	Percentage of Dept.
Total	42	645.26	15.36	100.00
UOE-201--1	1	37.28	37.28	5.78
UOE-209-01	1	2.37	2.37	0.37
UOE-224--1	1	8.78	8.78	1.36
UOE-249--1	5	91.96	18.39	14.25
UOE-254-02	18	233.17	12.95	36.14
UOE-254-03	15	238.34	15.89	36.94
UOE-2701-00	1	33.35	33.35	5.17

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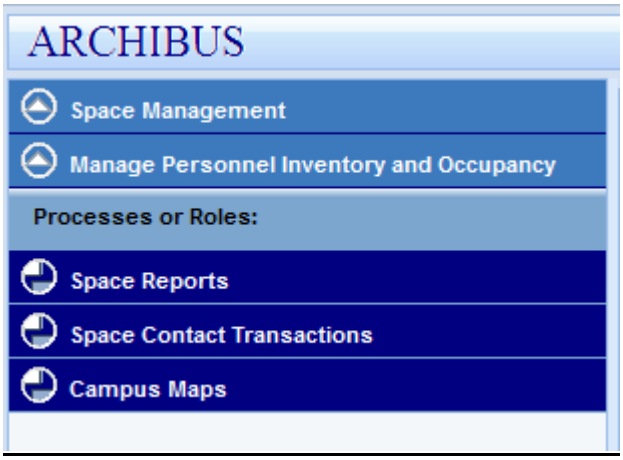
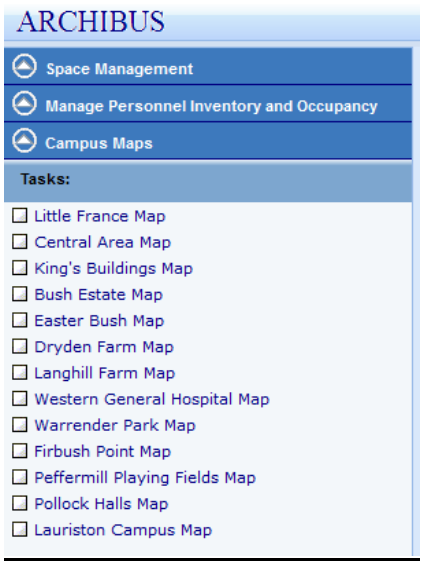
Section 4 - Campus Maps

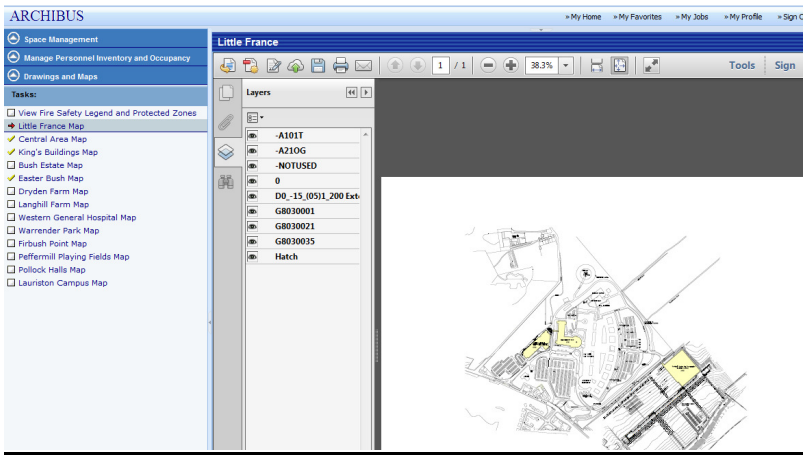
Select **Campus Maps** from the left hand side menu



The following list of individual campus maps appear



Select a map and view the PDF version



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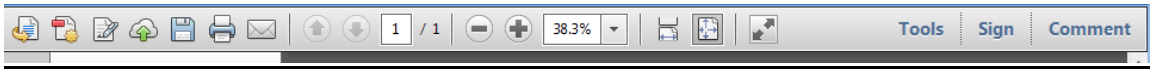
You will see a PDF menu bar along the top of your map view. This is the usual PDF tools available, so

that you can **Save As** to your computer, or **Print** from that view or **Ema**il to a user.



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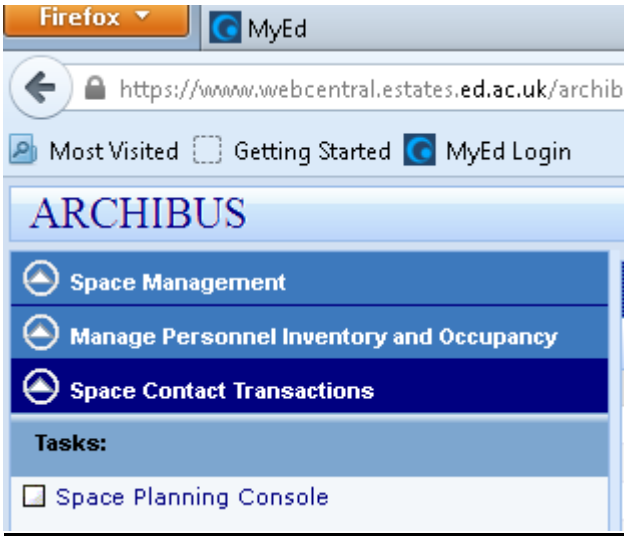
Section 5 - Space Contact Transactions (Space Planning Console)

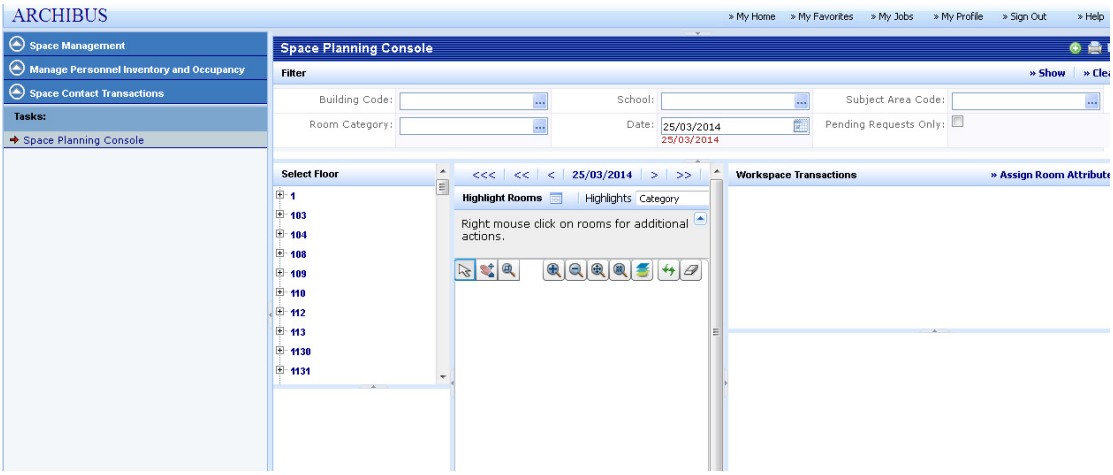
This is the area of Web Central where you will report the changes to the room occupancy for single and shared spaces.

Select **Space Management**, then **Space Contact transactions** to pull up the **Space Planning Console** option



Click on **Space Planning Console** in the left hand menu.
You will see 4 different panes in your multi view on your screen.

Filter / Select Floor / Highlight Rooms and Workspace Transactions



You can select a building / floor to update by 2 methods.

1 - under the **Filter** Pane you can type in the Building code i.e. 601, 2702 etc. or you can select from the drop down list by clicking on the greyed block to the right of the **Building Code** legend box.

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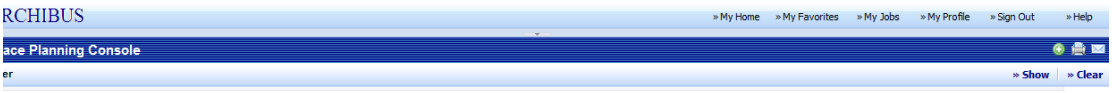
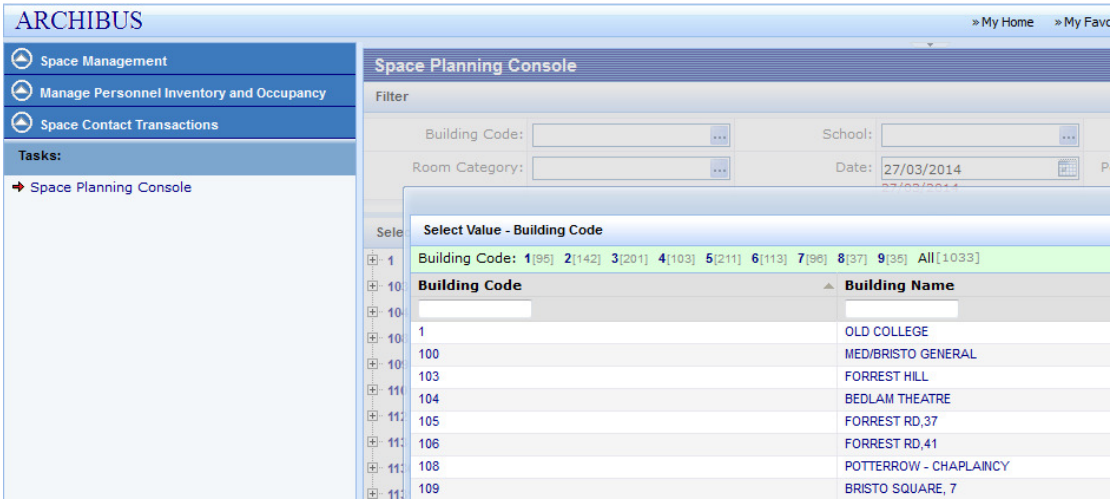
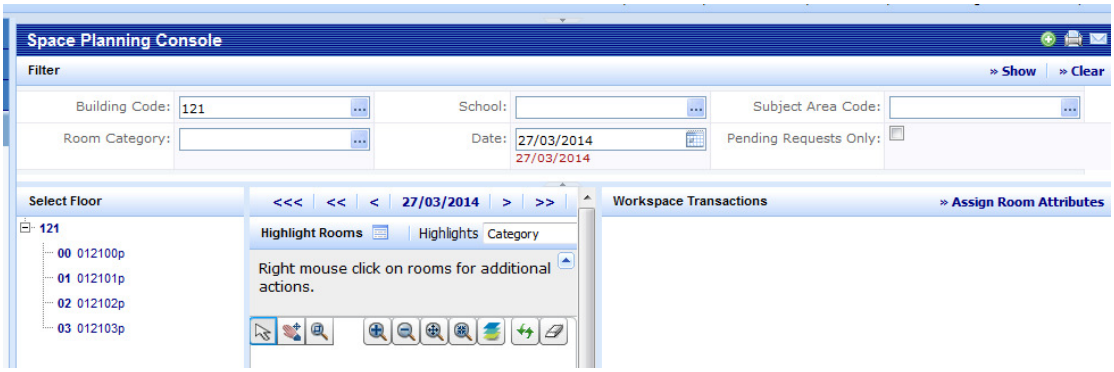
You can then either type in the code to the **Building code** legend box and click on **Show** » Show on the top right of the task bar; if you want to change or amend your selection, then select **Clear** » Clear from the task bar



Or select from the list displayed under the **Select a Department** view. The list only displays so many building codes per page, so to toggle the list to the coding you need, select a number sequence from the green task bar shown. I.e. for bldg. code 113 you would select **1[95],** for bldg code 234 you would select **2[142]** and so on.



Once you have selected a **Building code,** the **Select floor** view will display the floor plans for that building



Click on a floor plan from the list and the plan will display under the **Highlight Rooms for Floor** view

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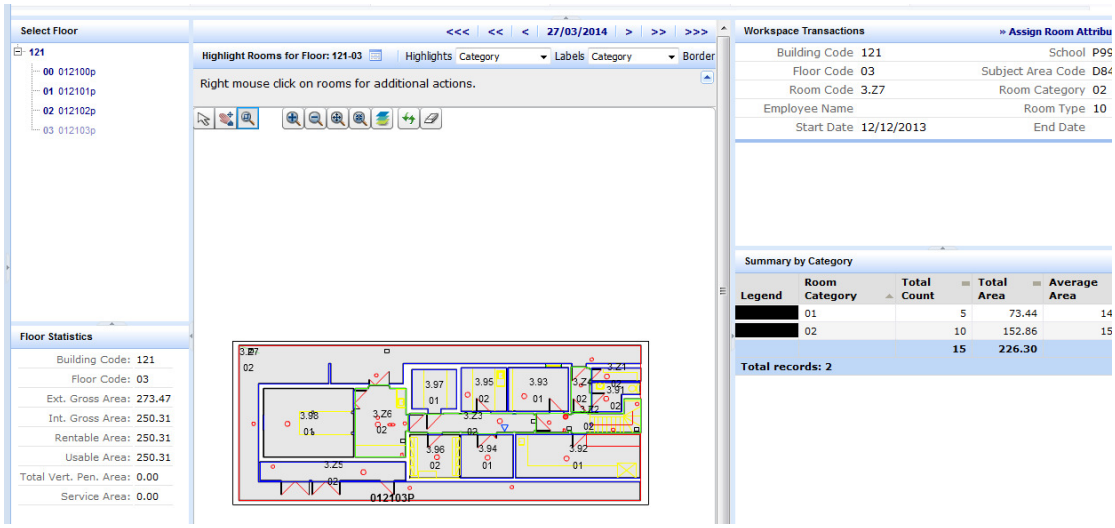
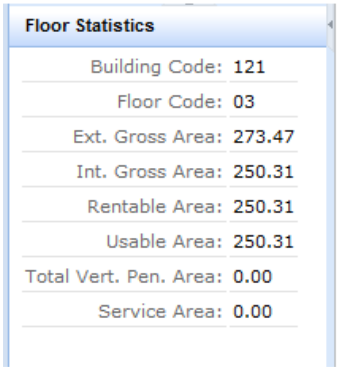
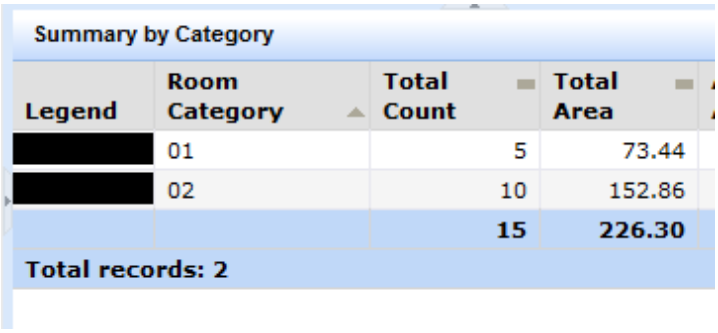


The view now shows multiple panes.

The bottom left pane view, displays the m2 area values for the **Floor Statistics**.



The bottom right pane view displays the **Summary by Category: 01** denotes departmental space and **02** denotes the non-assignable rooms such as plant rooms, WC's, corridors, stairs etc for that floor.



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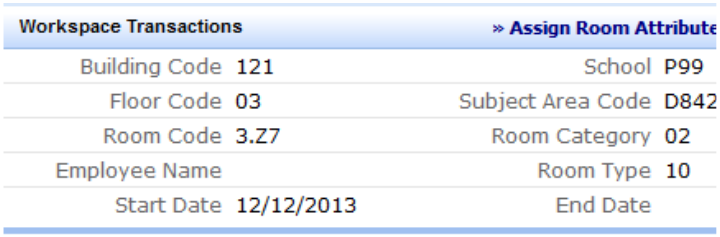
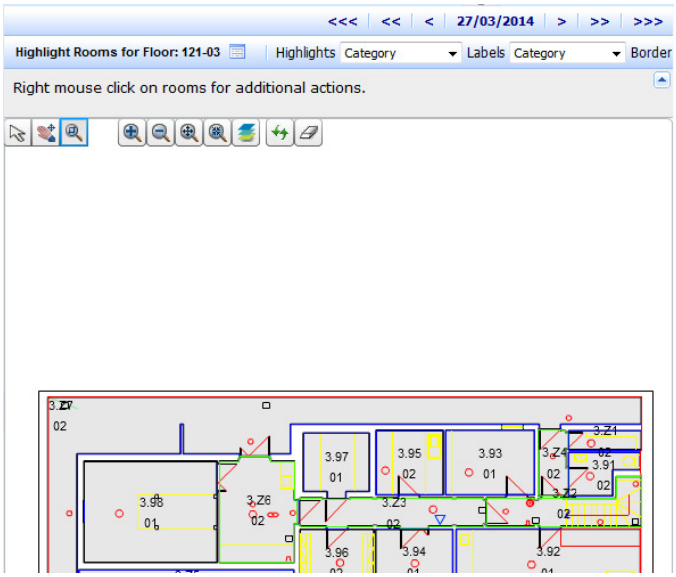
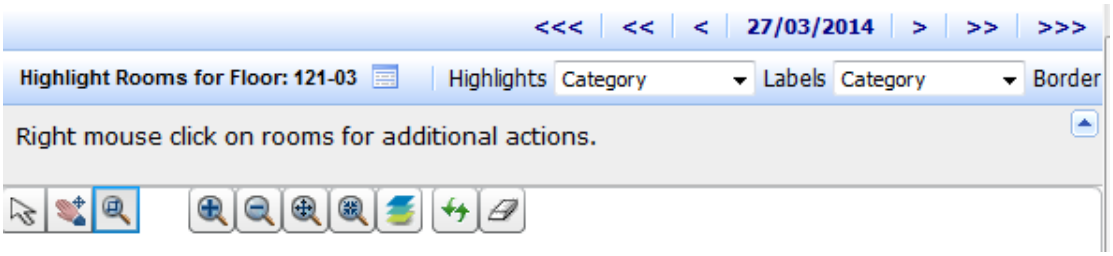
The top right pane view displays the **Workspace Transactions** detail for individual rooms



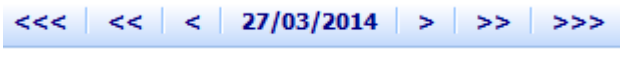
The main pane view displays the plans and allows you to update the room detail.

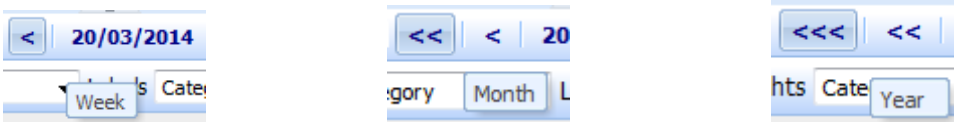


There are a range of icons along the top of the floor plan view, which are as follows.



Date range – Web Central also has a means to go back or forward on space trading i.e. you can go back to March 2013 and see the occupancy for individual rooms, as opposed to present day.





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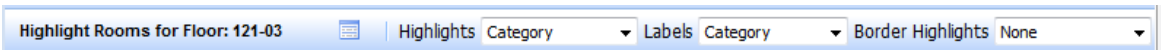
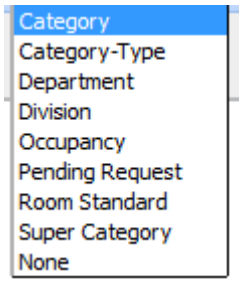
One arrow back or forward denotes a week, two arrows back or forward denotes a month and three arrows denotes a year.

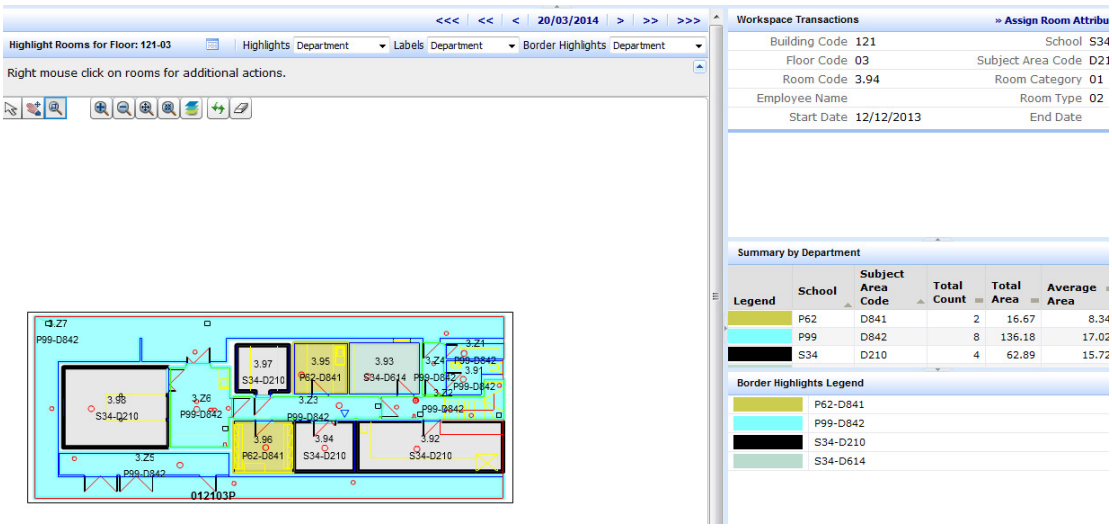
Below this task bar are the



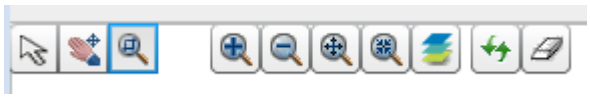
All 3 of these legend boxes have drop down menus to allow you to view colour block plan layouts denoting these options.



I.e. if you select the **Department** for all 3 boxes (**Highlight / Labels / Border Highlights**) the drawing view is as follows;



Below this is the drawing navigation tools already covered under section 1, page 3.



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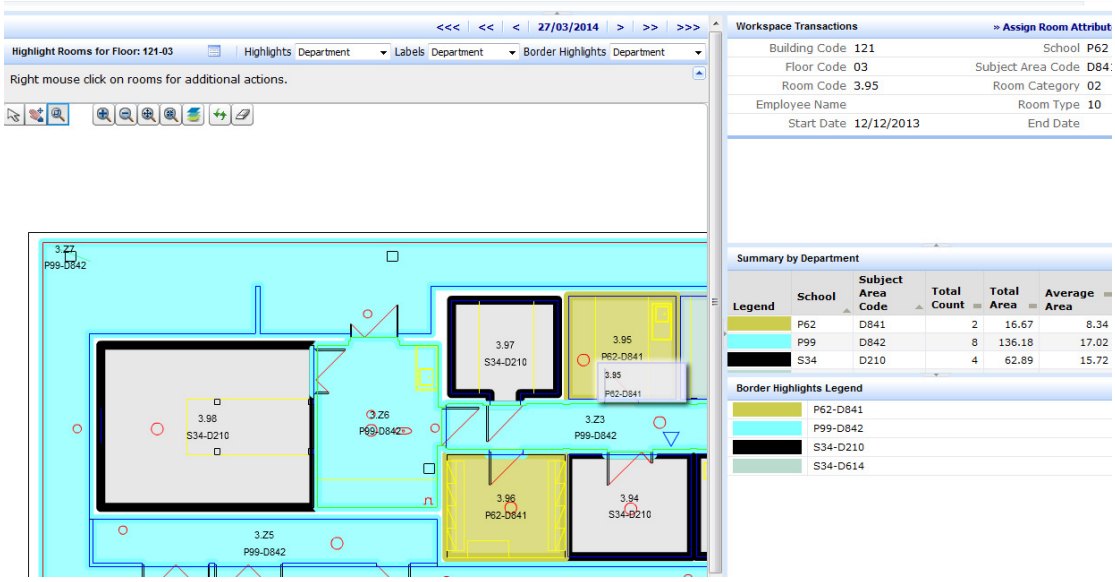
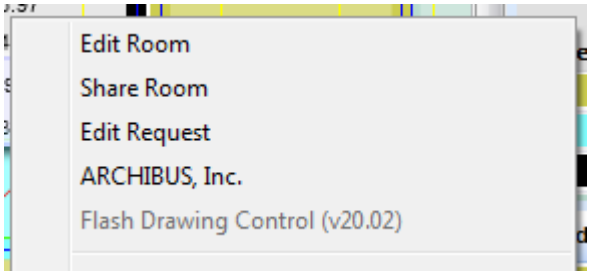
Section 5A – updating the Room data for single occupancy

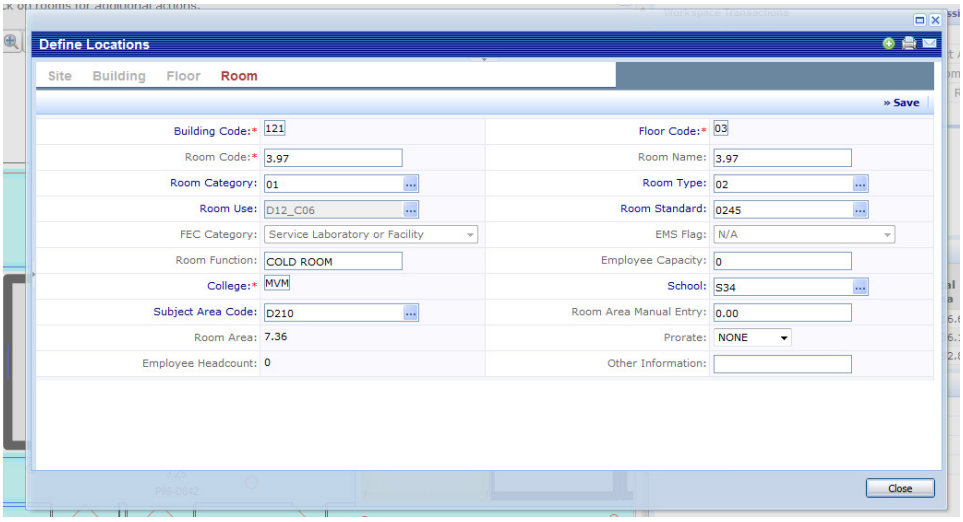
If you hover over any of the individual rooms, you see the detail for that room appear in Workspace Transactions summary view to the right of the main plan view.



To change the space allocation for School and Subject Area, hover over the room you need to update, and **right click** to bring up the following pop-up menu.



Click on **Edit Room** to open the **Define Locations** view for update



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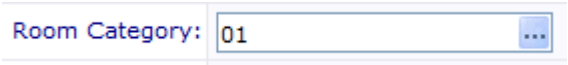
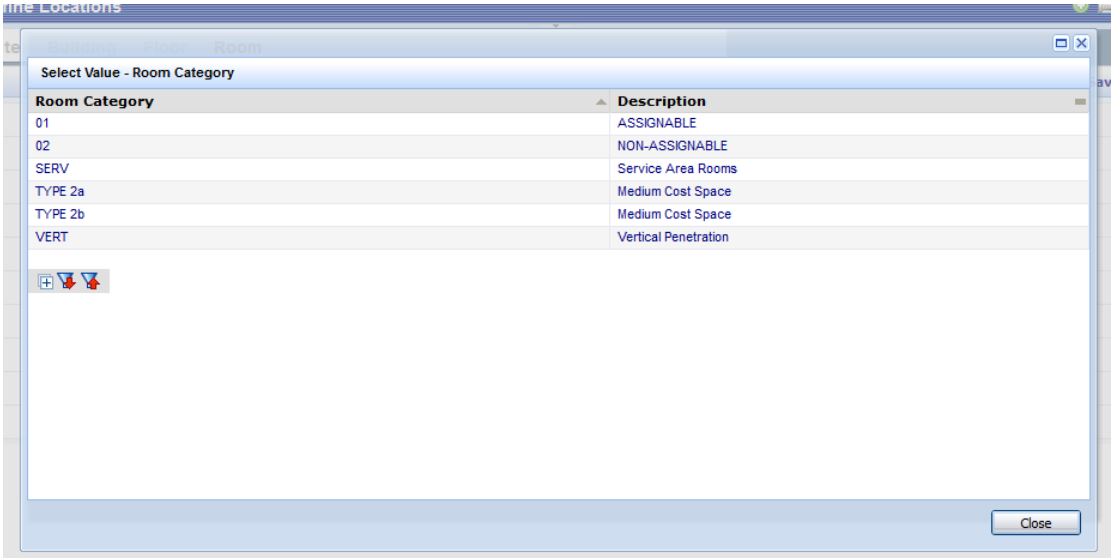
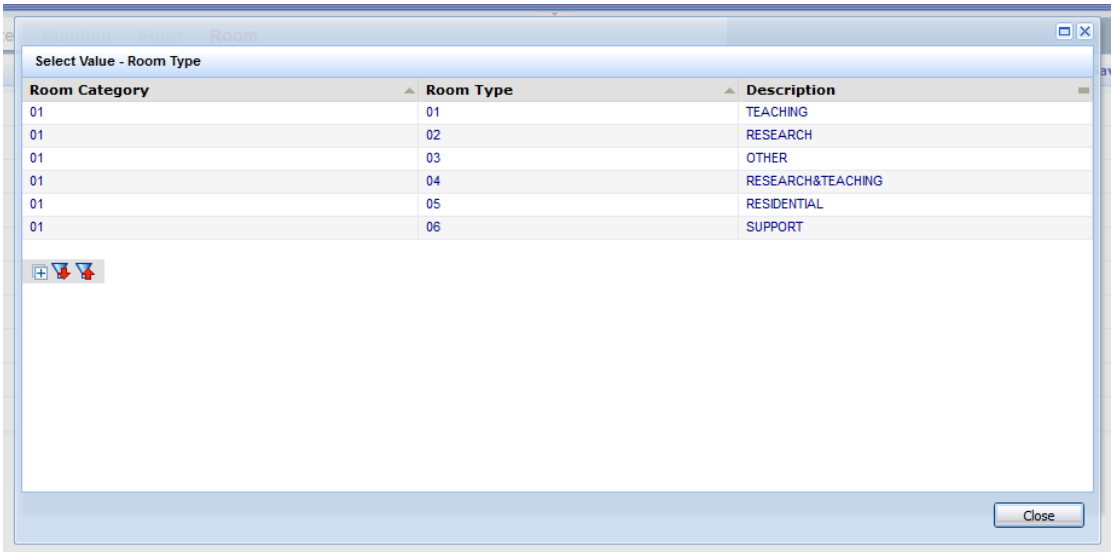


If you select the drop down list from the **Room Category** icon you then select whether the room is **assignable** to a department or **non-assignable.**



Click in the Room Type legend box and then select the drop down list from the **Room Type** icon. You can then pick the appropriate **Room Type** from the options list.



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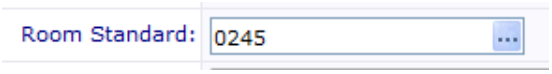
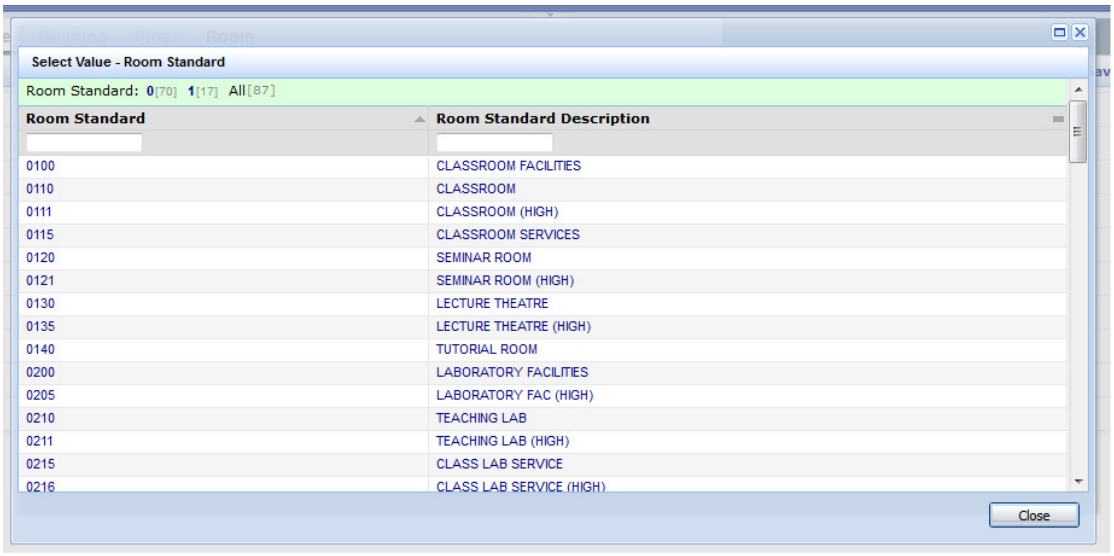
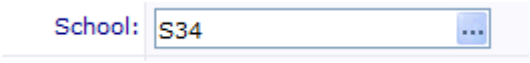


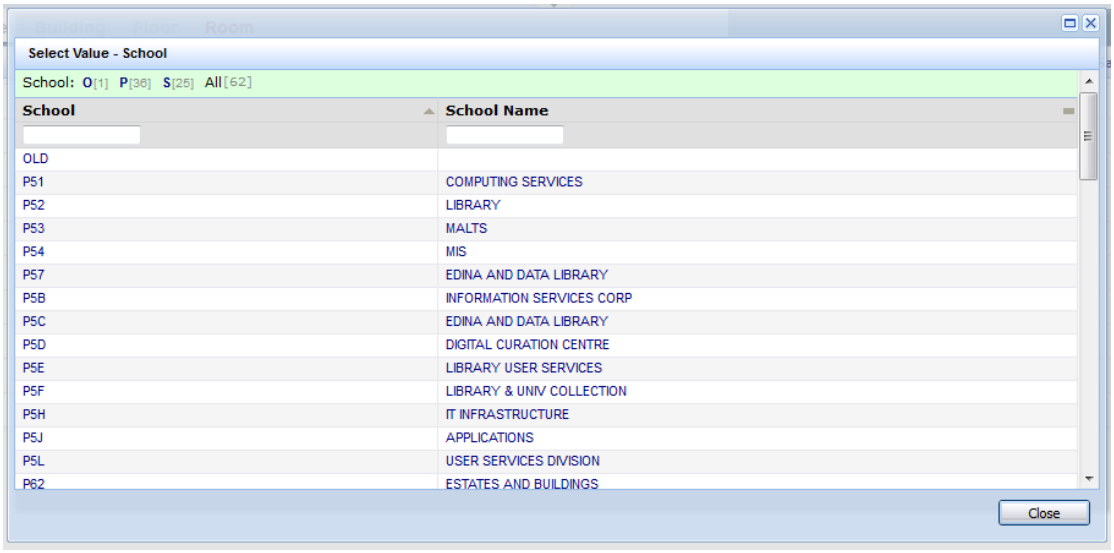
Again you can then either select the drop down list **Room Standard** to change the room use, or leave it as is**,** if the **Room Standard** is to remain the same.



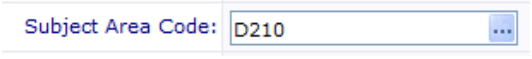
For updating the School/Subject area allocation,



Clear the current School code from the legend box and then select the **School** from the drop down list



The same routine is repeated for the Subject Area code selection.



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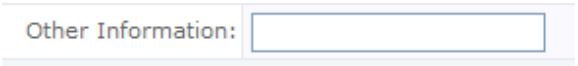
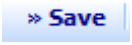
If you also think the room area m2 does not look accurate, then you have the following field which allows you to put the correct floor area should you have that information available. (if you do not, but suspect the floor area does not look correct, then contact Space.management@ed.ac.uk and we will come out and survey the appropriate areas.

The **Other Information** field allows you to type in additional information to assist with the room udpates.



When you are finished making the updates to that room, click on  under **Define Locations** to save and close that view.

You will repeat the above routine under Section 5A for all rooms requiring changes.

At that point, you can either continue updating another floor plan, or **sign out** of that session of Web Central.

The changes made on Web Central automatically update our live database, at which point we would ask you to send us an email to denote the bldg. / floor you have updated.

If you do not remember to email, then we will be able to check the changes you have submitted through our weekly gatekeeping process: however an initial email from yourselves; will speed up any issues that may arise at that time, rather than dealing with them retrospectively.

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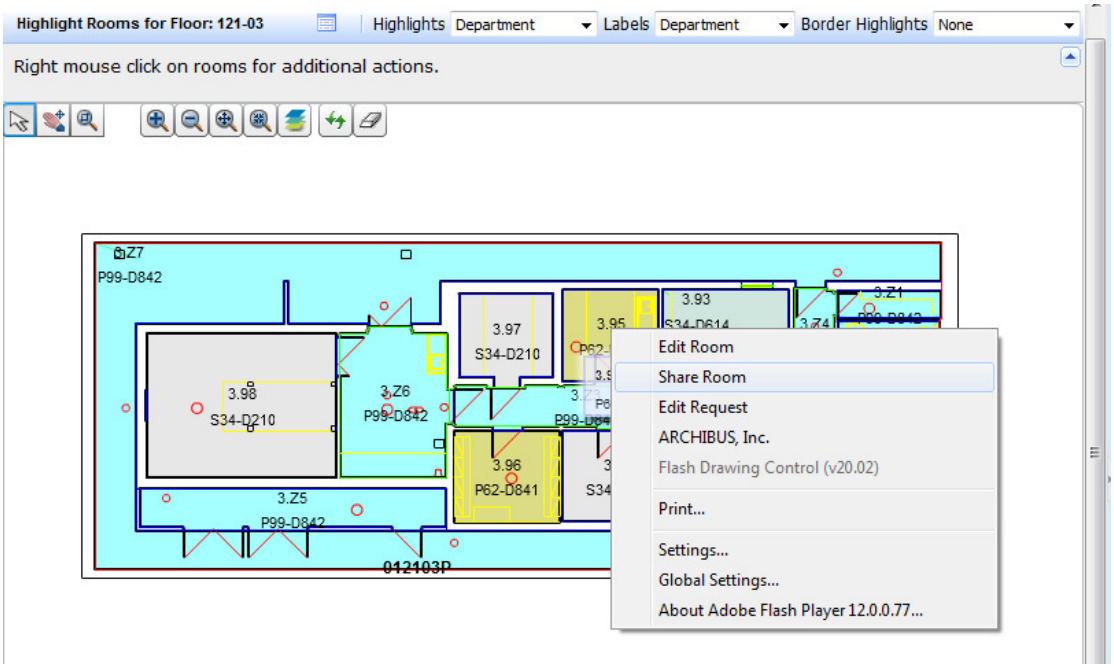
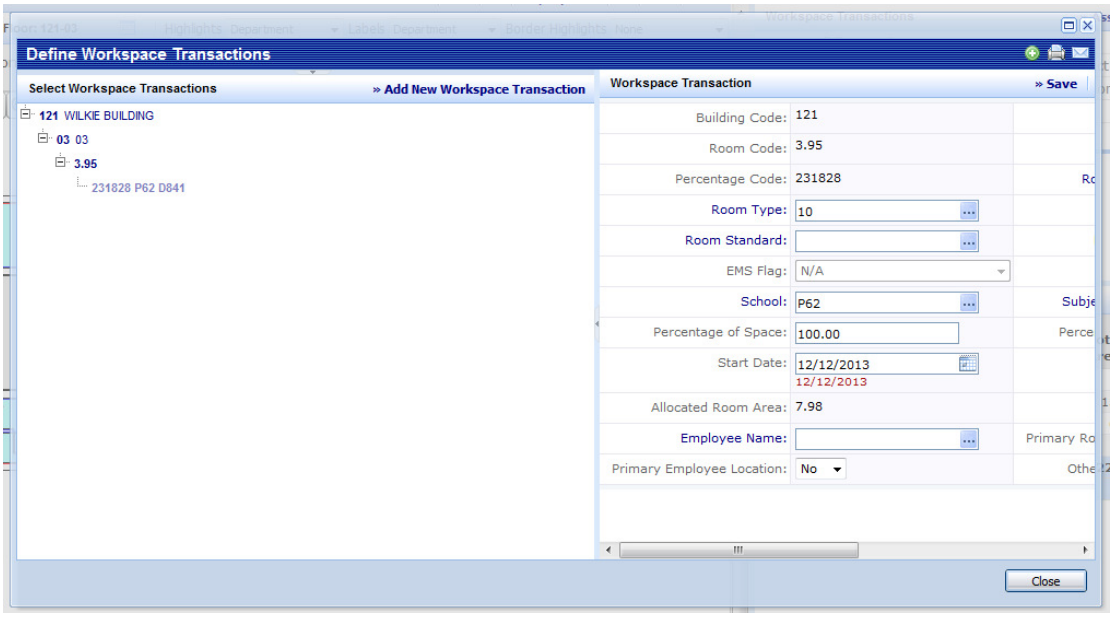
Section 5B – updating the Room data for shared occupancy

Hover over and right click on the appropriate room to update, and click on **Share Room**





You will need to maximise the **Define Workspace Transactions** window by clicking on the usual Windows icon in the top right hand corner of the window.

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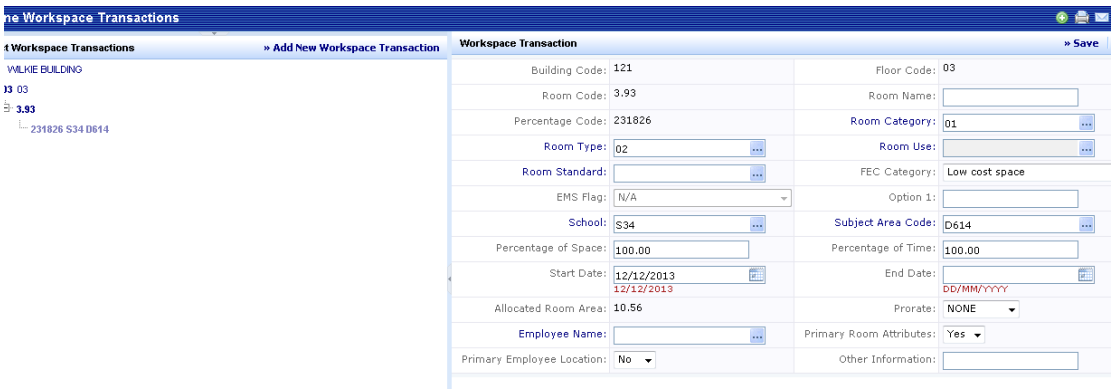
You should now be able to view 2 panes, to the left the **Select Workspace Transactions** and the right hand pane displays the **Workspace Transaction** details.

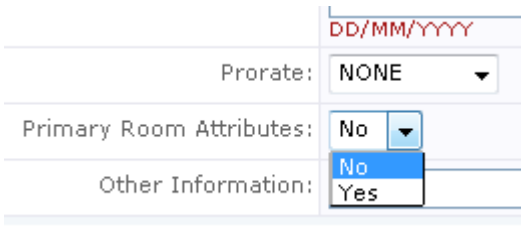
Under this view you'll notice the last line of detail shows a random 6 digit code alongside the School code P62 (this is Estates & Buildings) and D841 (Under Refurbishment). Which is attributed to this space.

To update the single occupancy space to shared, firstly select

from the **Select Workspace Transactions** taskbar.



Then select the drop down menu from **Primary Room Attributes** and set to **No**



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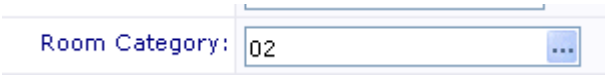
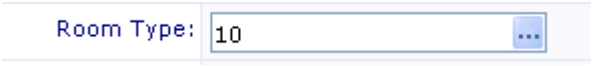
You can then update the following to split this example of space into 2 school allocations.

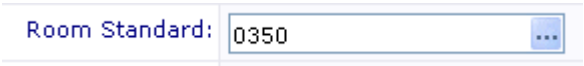
Clear the legend box and set the **Room Category** to 01-Assignable



Clear the legend box and set the **Room Type** to 02-Research

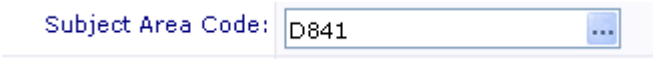


Clear the legend box and set the **Room Standard** to 0305



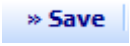
Clear the legend box and set the **School** to S34

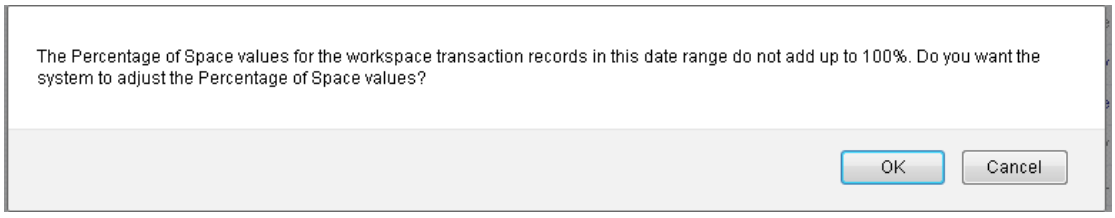
Clear the legend box and set the **Subject Area Code** to D210



And percentage of space changed from 100 to 50% for half share.

Percentage of time denotes how much time spent in this shared area of the space.

And then click on  and the following message will appear.


The Percentage of Space values for the workspace transaction records in this date range do not add up to 100%. Do you want the system to adjust the Percentage of Space values?
OK
Cancel

Click on **OK** and the following updated **Workspace Transactions** view will show the additional **School / Subject Area Code**

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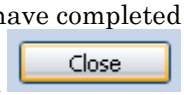
Once you have completed these updates, and saved them, you can close this view by clicking on 

Again, the changes made on Web Central automatically update our live database, at which point we would ask you to send us an email to denote the bldg. / floor you have updated.

If you do not remember to email, then we will be able to check the changes you have submitted through our weekly gatekeeping process: however an initial email from yourselves; will speed up any issues that may arise at that time, rather than dealing with them retrospectively.

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APPENDIX 1

ROOM CATEGORY

Space in the University is either assignable to Subject areas or non assignable. Non-assignable space typically includes circulation areas, toilets etc. The code for each category within this database is shown below.

01 ASSIGNABLE
02 NON-ASSIGNABLE

ROOM TYPE

Room Type describes the type of function that takes place in rooms that are assignable. A description of each type of function is given below.

Room Category	Room Type	Room Type Description
01	01	TEACHING
01	02	RESEARCH
01	03	OTHER
01	04	RESEARCH&TEACHING
01	05	RESIDENTIAL
01	06	SUPPORT
02	10	NON-ASSIGNABLE

ROOM STANDARD

All rooms in the University estate are further classified by usage identified by a standard description. If further classification is required on the Room Standard for Lab Space please contact the Space Manager.

Room Category - assignable	Room Type – 01 Teaching	Room Standard Description	Room Standard(Space Hierarchy)
01	01	CLASSROOM	0110
01	01	CLASSROOM (HIGH)	0111
01	01	CLASSROOM SERVICES	0115
01	01	SEMINAR ROOM	0120
01	01	SEMINAR ROOM (HIGH)	0121
01	01	LECTURE THEATRE	0130
01	01	LECTURE THEATRE (HIGH)	0135
01	01	TUTORIAL ROOM	0140
01	01	TEACHING LAB	0210
01	01	TEACHING LAB (HIGH)	0211
01	01	CLASS LAB SERVICE	0215
01	01	CLASS LAB SERVICE (HIGH)	0216
01	01	COMPUTER LAB	0230
01	01	COMPUTER LAB (HIGH)	0231
01	01	OFFICE ACADEMIC	0301
01	01	OFFICE (HIGH)	0311
01	01	STUDY FACILITIES	0400
01	01	POSTGRAD FACILITIES	0405
01	01	CENTRAL STORAGE	0730

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Room Category - assignable	Room Type – 02 Research	Room Standard Description	Room Standard(Space Hierarchy)
01	01	COMPUTER LAB	0230
01	01	COMPUTER LAB (HIGH)	0231
01	02	RESEARCH LAB	0240
01	02	RESEARCH LAB (HIGH)	0241
01	02	RESEARCH LAB SERVICE	0245
01	02	RESEARCH LAB SERVICE (HIGH)	0246
01	02	OFFICE ACADEMIC	0301
01	02	OFFICE CLERICAL	0303
01	02	OFFICE ADMIN	0304
01	02	OFFICE RESEARCH	0305
01	02	OFFICE HON/RET/VIS	0307
01	02	OFFICE POSTGRAD	0308
01	02	OFFICE (HIGH)	0311
01	02	CONFERENCE ROOM	0350
01	02	STUDY FACILITIES	0400
01	02	POSTGRAD FACILITIES	0405
01	02	SPECIAL USE FACILITIES	0500
01	02	SPECIAL USE FACILITIES (HIGH)	0505
01	02	BRF FACILITY (HIGH)	0510
01	02	BRF FACILITY (LOW)	0515
01	02	GENERAL USE FACILITY	0600
01	02	WORKSHOP	0720
01	02	CENTRAL STORAGE	0730
01	02	BUILDING SERVICE AREA	1200
Room Category - assignable	Room Type – 03 Other	Room Standard Description	Room Standard(Space Hierarchy)
01	03	STUDY FACILITIES	0400
01	03	SWIMMING POOL	0520
01	03	OTHER (ALL PURPOSE)	0590
01	03	GENERAL USE FACILITIES	0600
01	03	ASSEMBLY	0610
01	03	EXHIBITION	0620
01	03	FOOD FACILITY SERVICE	0635
01	03	BUILDING SERVICE AREA	1200
01	03	LOCKER AREA	1260
01	03	FIRST AID ROOM(S)	1280
Room Category - assignable	Room Type – 04 Teaching & Research	Room Standard Description	Room Standard(Space Hierarchy)
01	04	SEMINAR ROOM	0120
01	04	LABORATORY (HIGH)	0205
01	04	TEACHING LAB	0210
01	04	CLASS LAB SERVICE	0215
01	04	CLASS LAB SERVICE(HIGH)	0216
01	04	OPEN LAB	0220
01	04	COMPUTER LAB	0230
01	04	COMPUTER LAB (HIGH)	0231
01	04	COMPUTER LAB SERVICE	0235

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Room Category - assignable	Room Type – 04 Teaching & Research Cont'd	Room Standard Description	Room Standard(Space Hierarchy)
01	04	STUDIO (DESIGN)	0260
01	04	STUDIO (DESIGN)	0260
01	04	OFFICE ACADEMIC	0301
01	04	OFFICE CLERICAL	0303
01	04	OFFICE ADMIN	0304
01	04	OFFICE RESEARCH	0305
01	04	OFFCE HON/RET/VIS/FLA	0307
01	04	OFFICE (HIGH)	0311
01	04	OFFICE SERVICE	0315
01	04	STUDY FACILITIES	0400
01	04	SPECIAL USE FACILITIES (HIGH)	0505
01	04	OTHER (ALL PURPOSE)	0590
01	04	FOOD FACILITY SERVICE	0635
01	04	CENTRAL STORAGE	0730
01	04	BUILDING SERVICE AREA	1200
01	04	STAFF WC	1270
Room Category - assignable	Room Type – 05 Residential	Room Standard Description	Room Standard(Space Hierarchy)
01	05	OFFICE ADMIN	0304
01	05	STUDY FACILITIES	0400
01	05	GENERAL USE FACILITIES	0600
01	05	FOOD FACILITY SERVICE	0635
01	05	LOUNGE	0650
01	05	CENTRAL STORAGE	0730
01	05	RESIDENTIAL FACILITIES	0900
01	05	BEDROOM	0910
01	05	BEDROOM ENSUITE	0920
01	05	BUILDING SERVICE AREA	1200
01	05	FEMALE WC	1220
Room Category - assignable	Room Type – 06 Support	Room Standard Description	Room Standard(Space Hierarchy)
01	06	CLASSROOM FACILITIES	0100
01	06	LABORATORY FACILITIES	0200
01	06	LABORATORY FACILITIES (HIGH)	0205
01	06	OFFICE CLERICAL	0303
01	06	OFFICE ADMIN	0304
01	06	OFFICE TECHNICAL	0309
01	06	OFFICE NONSPECIFIC	0310
01	06	OFFICE (HIGH)	0311
01	06	OFFICE SERVICE	0315
01	06	CONFERENCE ROOM	0350
01	06	STUDY FACILITIES	0400
01	06	SPECIAL USE FACILITIES	0500
01	06	SPECIAL USE FACILITIES (HIGH)	0505
01	06	MEDIA PROD.(PHOTO)	0531
01	06	MEDIA PROD. (RECORD)	0532

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Room Category - assignable	Room Type – 06 Support cont'd	Room Standard Description	Room Standard(Space Hierarchy)
01	06	CLINIC	0540
01	06	FIELD BUILDING	0560
01	06	OUTBUILDING	0570
01	06	GREENHOUSE	0580
01	06	GENERAL USE FACILITIES	0600
01	06	ASSEMBLY SERVICE	0615
01	06	FOOD FACILITY SERVICE	0635
01	06	DAY CARE	0640
01	06	LOUNGE	0650
01	06	RECREATION	0670
01	06	WORKSHOP	0720
01	06	WORKSHOP (HIGH)	0725
01	06	CENTRAL STORAGE	0730
01	06	CETNRAL STORAGE (HIGH)	0740
01	06	BUILDING SERVICE AREA	1200
01	06	CLEANER'S STORE	1210
01	06	LOCKER AREA	1260
01	06	STAFF WC	1270
01	06	FIRST AID ROOM(S)	1280
01	06	COMMS ROOM	1330
01	06	COMMS ROOM (HIGH)	1335
Room Category – Non-assignable	Room Type – 10 Non-assignable	Room Standard Description	Room Standard(Space Hierarchy)
02	10	CLASSROOM FACILITIES	0100
02	10	CLASSROOM	0110
02	10	CLASSROOM SERVICES	0115
02	10	SEMINAR ROOM	0120
02	10	SEMINAR ROOM (HIGH)	0121
02	10	LECTURE THEATRE	0130
02	10	LECTURE THEATRE(HIGH)	0135
02	10	TUTORIAL ROOM	0140
02	10	LABORATORY FACILITIES	0200
02	10	LABORATORY FACILITIES (HIGH)	0205
02	10	TEACHING LAB	0210
02	10	TEACHING LAB (HIGH)	0211
02	10	CLASS LAB SERVICE	0215
02	10	CLASS LAB SERVICE (HIGH)	0216
02	10	OPEN LAB	0220
02	10	COMPUTER LAB	0230
02	10	COMPUTER LAB (HIGH)	0231
02	10	COMPUTER LAB SERVICE	0235
02	10	COMPUTER LAB SERV(HIGH)	0236
02	10	RESEARCH LAB	0240
02	10	RESEARCH LAB (HIGH)	0241
02	10	RESEARCH LAB SERVICE	0245
02	10	RESEARCH LAB SER (HIGH)	0246
02	10	STUDIO (DESIGN)	0260
02	10	OFFICE ACADEMIC	0301

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Room Category – Non-assignable	Room Type – 10 Non-assignable cont'd	Room Standard Description	Room Standard(Space Hierarchy)
02	10	OFFICE CLERICAL	0303
02	10	OFFICE ADMIN	0304
02	10	OFFICE RESEARCH	0305
02	10	OFFCE HON/RET/VIS/FLA	0307
02	10	OFFICE POSTGRAD	0308
02	10	OFFICE TECHNICAL	0309
02	10	OFFICE NONSPECIFIC	0310
02	10	OFFICE (HIGH)	0311
02	10	OFFICE SERVICE	0315
02	10	CONFERENCE ROOM	0350
02	10	STUDY FACILITIES	0400
02	10	SPECIAL USE FACILITIES	0500
02	10	SPECIAL USE FACILITIES (HIGH)	0505
02	10	BRF FACILITY (HIGH)	0510
02	10	SWIMMING POOL	0520
02	10	MEDIA PROD.(PHOTO)	0531
02	10	CLINIC	0540
02	10	FIELD BUILDING	0560
02	10	OUTBUILDING	0570
02	10	OTHER (ALL PURPOSE)	0590
02	10	GENERAL USE FACILITIES	0600
02	10	ASSEMBLY SERVICE	0615
02	10	EXHIBITION	0620
02	10	FOOD FACILITY SERVICE	0635
02	10	FOOD FACILITY SERV (HIGH)	0636
02	10	LOUNGE	0650
02	10	RECREATION	0670
02	10	WORKSHOP	0720
02	10	WORKSHOP (HIGH)	0725
02	10	CENTRAL STORAGE	0730
02	10	CENTRAL STORAGE (HIGH)	0740
02	10	RESIDENTIAL FACILITIES	0900
02	10	BEDROOM	0910
02	10	BEDROOM ENSUITE	0920
02	10	NON-ASSIGNABLE AREA	1000
02	10	CIRCULATION AREA	1100
02	10	BUILDING SERVICE AREA	1200
02	10	CLEANER'S STORE	1210
02	10	FEMALE WC	1220
02	10	MALE WC	1230
02	10	DISABLED WC	1240
02	10	SHOWER	1250
02	10	LOCKER AREA	1260
02	10	STAFF WC	1270
02	10	FIRST AID ROOM(S)	1280
02	10	PLANT ROOM	1300
02	10	ELEC SWITCH ROOM	1310
02	10	HV SWITCH ROOM	1320
02	10	COMMS ROOM	1330

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Room Category – Non-assignable	Room Type – 10 Non-assignable cont'd	Room Standard Description	Room Standard(Space Hierarchy)
02	10	COMMS ROOM (HIGH)	1335
02	10	VOID	1400

Appendix 2

College & School Organisational Hierarchy

Appendix 3

School & Subject Area Organisational Hierarchy

Please note that these reports are subject to minor changes each year, and will therefore be updated annually in August.

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